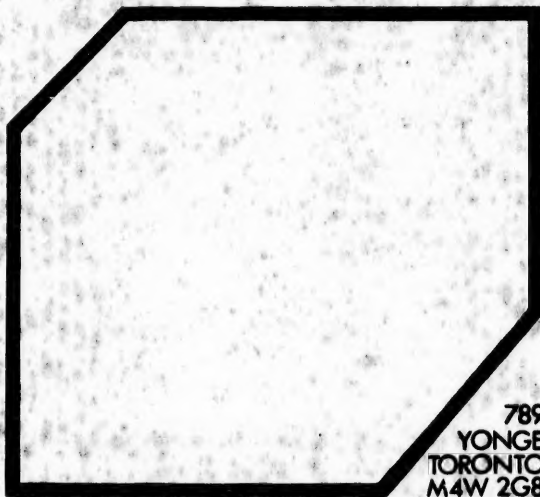


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**GENERAL
INSTRUCTIONS AND REGULATIONS**

APPLICABLE TO ALL SERVANTS

OF THE

GRAND TRUNK RAILWAY COMPANY OF CANADA

AND

RAILWAYS OPERATED BY IT.

MONTREAL:

GAZETTE PRINTING COMPANY.

1884.

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OCT. 18, 1962

RULE.

GENERAL INSTRUCTIONS AND REGULATIONS

APPLICABLE TO ALL SERVANTS

OF THE

Grand Trunk Railway Company of Canada

AND RAILWAYS OPERATED BY IT.

—:O:—

1. The Rules and Regulations, and Special Rules and Orders, issued from time to time by the Grand Trunk Railway Company of Canada, being designed for the security of the lives of passengers, and of property entrusted to the Company for transportation, as well as for the security of employes engaged thereon, and for the proper care and oversight of the property and interests of the Company, every employé is expected and will be required to yield a willing and cheerful obedience thereto.

A copy of these rules and regulations will be given to each employé engaged in the working of the line, and a receipt on a printed form taken from him.

Each employé to sign receipt for rules.

In addition to this, a copy of these rules and regulations, printed on a sheet and framed, will be hung up in every station, engine shed, and conductors' room, where it will be open to

the inspection of every employé of the Company, and no excuse will be admitted of want of knowledge of the rules, should any employé not have received, and receipted for a copy.

Should any employé not fully understand these rules, it is his duty to apply to the Superintendent for an explanation.

Employé's
when on
duty to
have copy
of rules in
their pos-
session, un-
der penalty
of \$1.00.

2. Every employé, whose duties require it, shall make himself acquainted with all the rules and regulations of the Company, including those contained in the working time-table, and must keep a copy of the same in his possession, when on duty, under a penalty of \$1.00. He must also keep himself advised of the orders and special instructions issued from time to time.

Employé's
to reside
where re-
quired.

3. Each employé is to devote himself exclusively to the Company's service, residing where he may be required.

Prompt
obedience
necessary.

4. He is to obey promptly all instructions he may receive from persons placed in authority over him, and to conform to all regulations of the Company.

Enginemen
to obey
orders of
Superinten-
dent and
Asst. Super-
intendent.

5. All enginemen when on the line or on duty, must obey the orders of the Superintendent and the Assistant Superintendents on the respective divisions over which they severally have jurisdiction, whether the same shall be communicated verbally, by telegraph, or by written order.

Penalties
for disobe-
dience.

6. Any employé will be liable to criminal punishment for disobedience or negligence of

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employé not
copy.

understand
to the Super-

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orders, in any way affecting the safe working of the traffic, and to fine, temporary suspension from duty, or dismissal, for misconduct, incompetency, or using improper language, while on duty.

7. Unless authorized so to do, he is not on any occasion, or under any pretence whatever, to receive money from, or grant receipts to, any person on the Company's account. No employé shall receive a fee or reward from any person without the sanction of the Company.

Employés
not to
receive
monies, etc.
unless ap-
pointed to
do so and
not to take
gratuities.

8. No employé is allowed to leave the Company's service without giving the notice stipulated by agreement with the Company, or as otherwise herein provided, and his agreement or services may terminate on receiving the same notice from the Company through the proper officer. Should he leave without giving such intimation, any money due to him will be forfeited. The services of an employé rated by the day, howsoever paid, may be dispensed with, without notice.

Leaving
Company's
service.

9. On leaving the service each employé must deliver up his uniform or other property of the Company entrusted to his care, and if any of such property shall have been improperly used or damaged, a reduction from the pay due shall be made sufficient to make good the damage, or supply new articles, and if a tenant of the Company he must immediately remove from their premises.

Uniforms,
etc., to be
given up.

10. Each employé must, when on duty, appear

Appear-

ance and conduct on duty. in a proper state of neatness and cleanliness, and those required to wear badges must have them conspicuously displayed. Employés must at all times be courteous to all persons travelling on the line, or otherwise doing business with the Company, and to each other. Any rudeness or incivility to passengers will be severely punished.

Intoxication on duty. 11. No instance of intoxication on duty will be overlooked ; such an offence will render the employé committing it, liable to instant dismissal, and to punishment by a magistrate.

" Any person in charge of a locomotive engine, or acting as the conductor of a car or train of cars, who is intoxicated, " shall be guilty of a misdemeanor." 42 Vict. Chapter 9, Section 25, Sub-Section 11.

Incivility and improper language. 12. Strict propriety of conduct, and the avoidance of profane or indecent language, especially in the presence or hearing of passengers, and in the transaction of business with others and with one another, are required, and any act of incivility or rudeness will be severely dealt with.

13. Employés are strictly forbidden to enter into an altercation with any person, whatever provocation may have been given, but will, if necessary, make a note of the facts, and report to their immediate superior.

Absence from duty. 14. No employé is allowed under any circumstances to absent himself from duty, without permission, except in case of illness, and then notice is to be immediately sent to his superior officer, in order that a substitute may be provided in due time.

cleanliness, and
must have them
cleaned must at all
times be travelling on the
with the Com-
pany's cleanliness or inci-
dently punished.

on duty will
will render the
instant dismis-
sion.

engine, or acting as
who is intoxicated,
Chapter 9, Section

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the facts, and

under any cir-
cumstances, without
permission, and then
to his superior
may be pro-

15. The pay of every man absent from sick-
ness or other cause, or suspended from duty,
may be stopped. The Company reserve the
right to deduct from the pay of any employé
such sums as may be imposed for neglect of duty,
as fines ; also any rent due from him to the Com-
pany, and for fees and other assessments due to
the Grand Trunk Railway Superannuation and
Provident Fund Association or Grand Trunk
Railway Insurance and Provident Society.

Stoppage of
pay, deduc-
tions, etc.

16. Any employé subjecting the Company to
the service of a *saisie-arrest* or garnishee order on
his pay will be fined five dollars, and will be
liable to dismissal. He will also be held respon-
sible for all expenses incurred by the Company
in connection therewith.

Saisie-arrest
or garni-
shee.

17. Employés shall not directly or indirectly
follow any other business, in Canada or the United
States, connected in any manner with the supply
of goods or material to railway companies, or
with transportation ; nor are they permitted to
communicate information as to the business of
the Company, whether by letter, telegraph, or
word of mouth (except where such communica-
tion is made in the discharge of their appointed
duties,) without the permission of the General
Manager.

Not to en-
gage in any
other busi-
ness.

18. No officer or employé shall engage or em-
ploy any servant of the Company in the perform-
ance of private services, for hire or otherwise,
on the Company's premises, or elsewhere ; nor
shall he apply or remove any of the materials,

Company's
servants
not to be
employed
for private
purposes.

stores or properties of the Company for private purposes, or for any other than the Company's authorized service.

Misconduct
or disobedience of
fellow servants to be
promptly
reported.

19. All employés in places of trust must report any misconduct, disobedience, or negligence of others, affecting the interests or safety of the road, the care of the property, either of the Company or customers, or the observance of the regulations; and the withholding any such information will be considered a proof of neglect, the responsibility for which will rest on themselves.

Compensation for
sickness or
injuries.

20. The regular compensation of employés covers all risk of accident. If any employé is disabled by sickness or other cause, the right to claim compensation is not recognized. The Insurance and Provident Fund, which is largely aided by contributions out of the Company's revenue, is intended to meet such cases.

All persons
working
trains under
orders of conductor.

21. Persons in charge of mails, messengers of Express Companies, sleeping car conductors and porters, news agents, and those in charge of private cars while with the trains on this railway, must consider themselves employés of the Grand Trunk Railway Company of Canada in all matters connected with the movement and government of the trains, and must conform to the directions of the conductors thereof.

Accidents.

22. When a casualty occurs on or off trains, at or between stations, in station yards, or on public streets or crossings, or in the event of any disputes with passengers, the names and ad-

any for private
the Company's
must report
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the Company's
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messengers of
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ny of Canada
the movement
must conform
s thereof.

or off trains,
yards, or on
the event of any
names and ad-

addresses of several witnesses if possible, not in
the Company's service, must be obtained. Particulars in full must be reported, so that the
Company's solicitors may be promptly advised
to take such action as may be necessary. Outside evidence as to observance of rules and regulations, signals, &c., should always be obtained
on the spot.

SIGNALS.

RED.....signifies..... DANGER,
and means.....STOP.

GREEN and PURPLE...signify..... CAUTION,
and mean.....PROCEED CAUTIOUSLY.

WHITE.....signifies.....ALL RIGHT.

Signals.

23. There are eleven kinds of signals :

- | | |
|--|----------------------------------|
| 1st. The SEMAPHORE. | See plate No. 1. |
| 2nd. The SINGLE SWITCH. | " No. 2. |
| 3rd. The THREE THROW
SWITCH. | } See plates Nos. 3, 4
and 5. |
| 4th. The TWIN SWITCH. | |
| 5th. The TELEGRAPH SIGNAL. | See plate No. 6. |
| 6th. RAILWAY LEVEL CROSSING
SIGNAL. | } " No. 7 |
| 7th. FLAG SIGNALS. | |
| 8th. HAND LAMP SIGNALS. | |
| 9th. The DETONATING SIGNAL. | |
| 10th. The ENGINE WHISTLE SIGNAL, and | |
| 11th. The ENGINE GONG SIGNAL. | |

PLATE NO 1 **THE SEMAPHORE**

..... DANGER,
p.

..... CAUTION,
UTIOUSLY.

...ALL RIGHT.

signals:

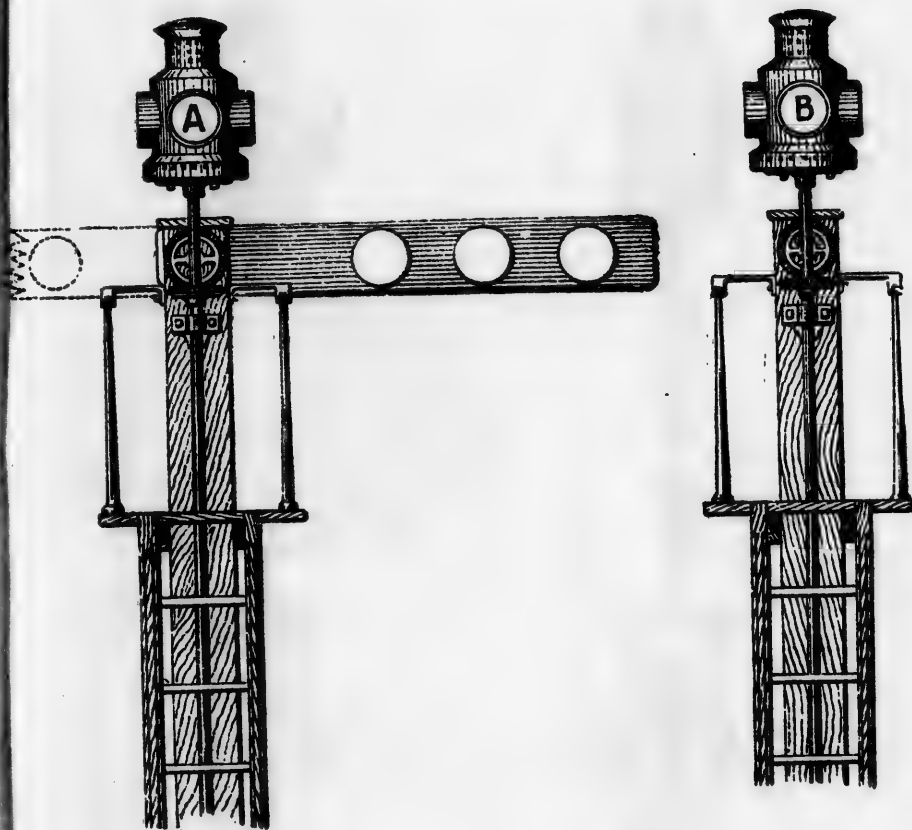
See plate No. 1.

" No. 2.

plates Nos. 3, 4
d 5.

See plate No. 6.

} " No. 7.

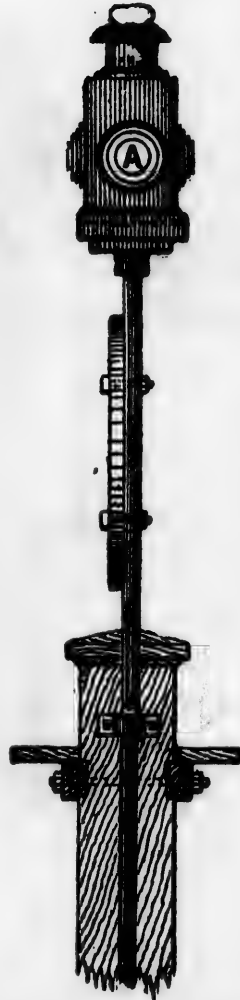


DANGER
A. Red Light

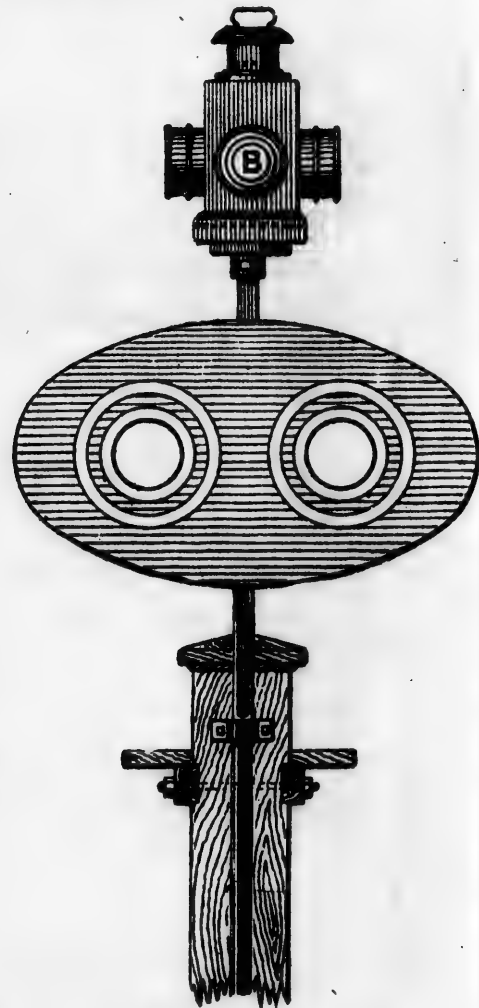
ALL RIGHT
B. Green Light

NAL, and

PLATE No 2
THE SINGLE SWITCH



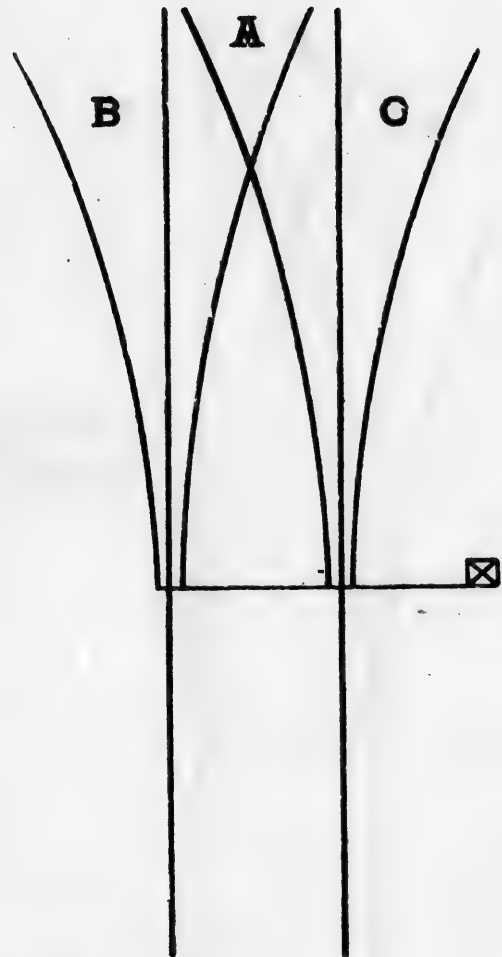
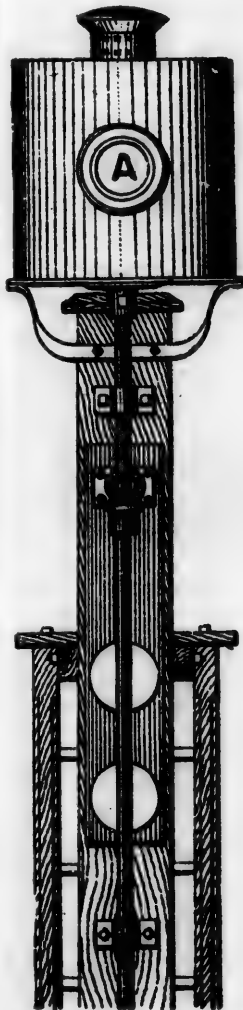
SIDING CLOSED
A White Light



SIDING OPEN
B. Green or Purple Light

PLATE NO 3 **'THE THREE THROW**

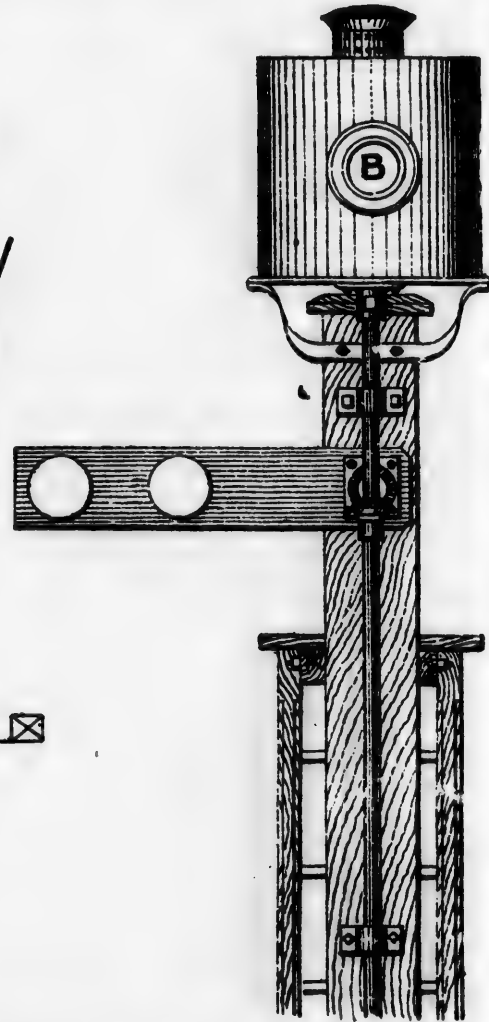
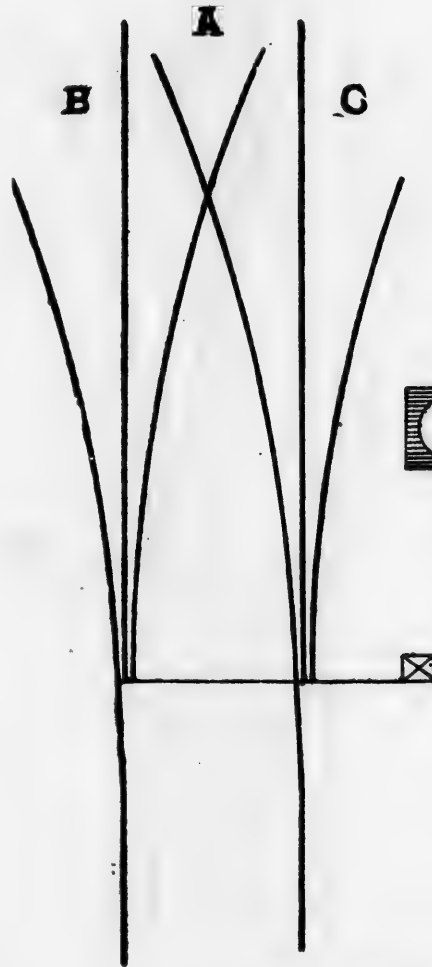
ITCHM



OPEN
Purple Light

SET FOR MAIN LINE
A. White Light

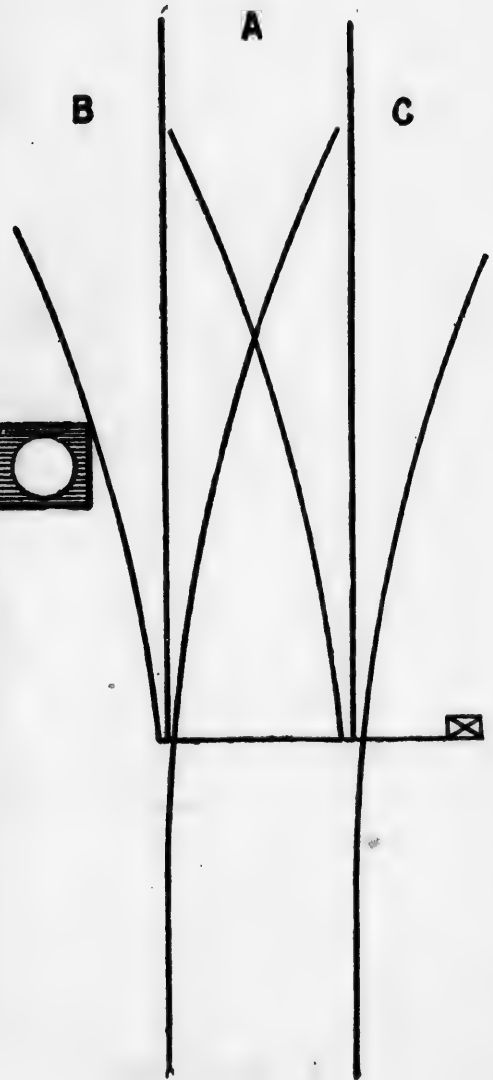
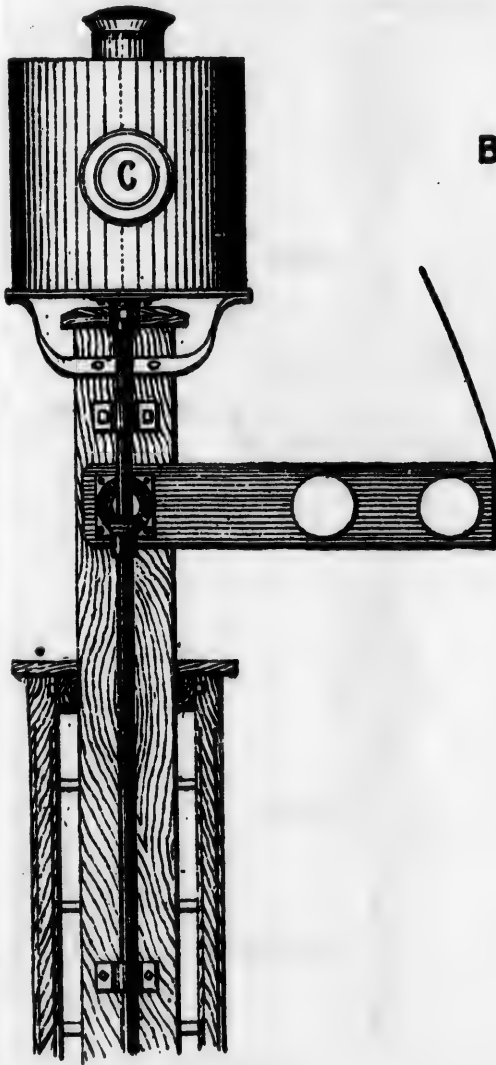
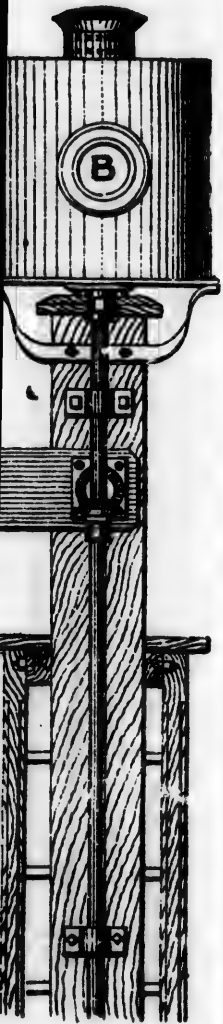
PLATE NO 4
THE THREE THROW



B. Purple Light

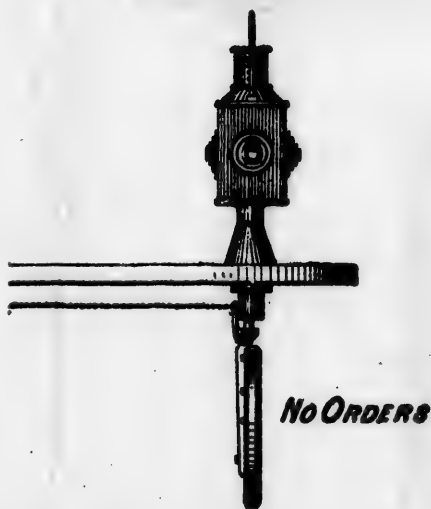
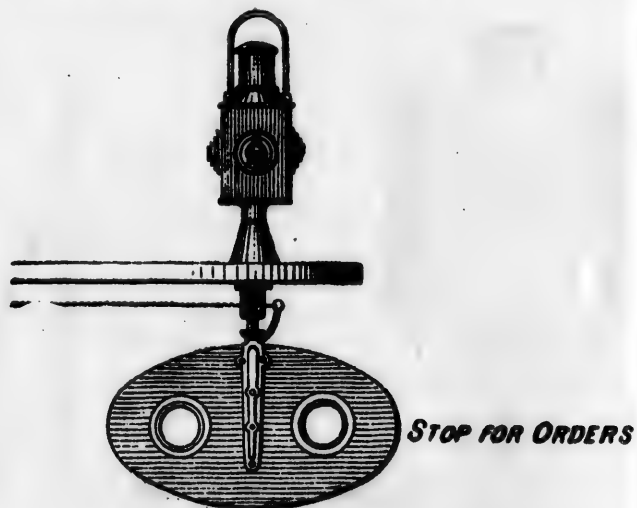
PLATE NO. 5 **THE THREE THROW**

OW



C. Green Light

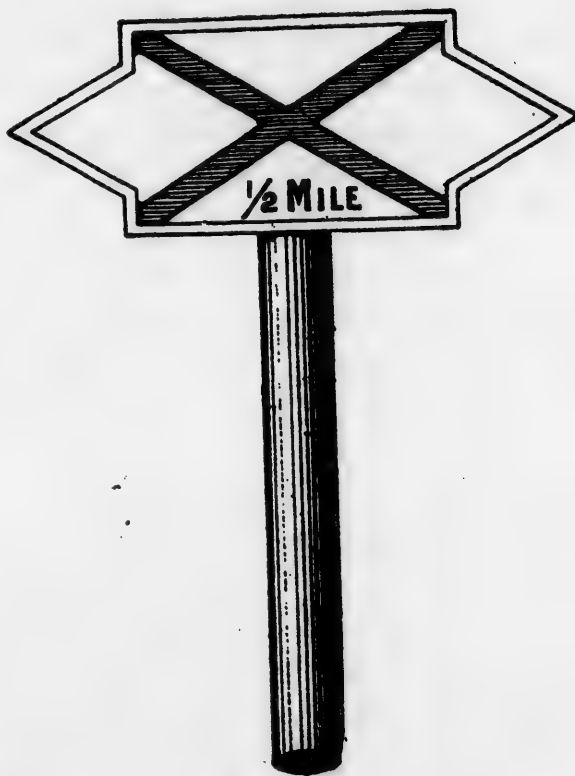
PLATE NO 6
THE TELEGRAPH SIGNAL



A. Red Light

B. White Light

PLATE NO 7
RAILWAY LEVEL CROSSING
Half Mile Notice Board



OP FOR ORDERS

White Light

24. **SEMAPHORE SIGNALS**, where used, are placed at a distance from the extreme switch at each end of stations; also at each side of railway crossings and at all junctions. They must be so constructed as to fly to DANGER in case of the wire breaking.

When the line is clear for passage of trains the arm of the semaphore will not be exhibited, and at night a green light will be shewn.

When it is necessary to proceed with extra caution the arm of the semaphore will be lowered to an angle of 45 degrees or half-way, but this signal will only be used after an approaching train has been stopped by the danger signal.

When the arm is extended horizontally—that is, at right angles with post—or at night, when a red light is visible, this signifies danger, and is a signal to stop.

25. **SWITCH SIGNALS** consist of discs or arms for use during the day, and green, purple and white lights for the night; they must be approached with the same caution as is necessary in the case of semaphores.

26. Green and purple lights refer to sidings only. When approaching a switch from any direction a green light indicates that it is set for a siding at the right, and a purple one for the siding at the left hand side. The arm or pointer on the disc also similarly indicates the position of the siding. White lights are used at main line switches and indicate that the main line is unbroken. In such a case the disc or arm is not displayed.

27. The straight or most direct track is the main line.

28. At a twin switch the green and purple lights signify as before stated right and left respectively, but the upper light refers to the track beyond the switch and the lower to that on which the train or engine is approaching. In the same way the position of the arms on either side of the post indicates the position of the tracks, the black arm referring to the track beyond and the white to that on which the train or engine is approaching.

29. TELEGRAPH SIGNALS are placed at telegraph stations, and when turned on exhibit a disc by day and a red light by night. When the disc or red light is exhibited, the engineman and conductor of any train or light engine must not pass or leave the station until they receive from the operator either a "Clearance Order," signifying that the Stop signal is not against their train, or a regular "Train Order." When there are no orders for trains the board will be turned off, and a white light will be shewn at night.

30. FLAG SIGNALS are red, green, and white for use in the daytime. The red flag to be exhibited in case of danger, or when it is necessary to stop a train, the green flag when it is necessary for a train to proceed with caution, and the white flag for all right.

31. HAND LAMP SIGNALS shew a red, green, or white light, to be used by trainmen, switchmen, and signalmen at night, in the same

track is the
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manner as flag signals are used in the day time.

32. DETONATING SIGNALS must be used in all cases of emergency, for stopping or protecting trains, in addition to the ordinary signals.

33. ENGINE WHISTLE SIGNALS are as follows :

One short whistle — means "Apply the brakes."

Two, — — "Let go the brakes."

Three, — — — "Back up."

Four, — — — — "Signal for switch."

Four long whistles — — — — —
 "Signal for junction switch."

One long, three short, and one long whistle
 — — — — — "Train broken loose."

Five long whistles — — — — —
 are for calling in flagmen.

One long whistle — — — semaphore and station warning.

One low long whistle — — — passenger platform warning.

Whilst a train is running, a series of short successive whistles is a signal of alarm, and is a warning to trainmen to be on the alert to apply brakes, if necessary.

One long and two short whistles — — — are to be sounded when approaching level crossings.

34. The ENGINE GONG SIGNAL indicates danger, and must be acted upon in accordance with Rules Nos. 101, 115 and 258. Signals on trains.

35. All trains and light engines running at night must shew two red lights from the rear.

36. A red flag by day and an additional red

light at night, in addition to the head light, placed upon the front of an engine, and a red flag or additional red light fully displayed from the rear of the train or engine, indicates that the engine or train is followed by another, and this red signal will absolutely stop all trains going in the contrary direction until the train or engine on which the red signal was carried has arrived.

37. A white flag by day, and a white light in addition to the usual lights by night, shewn in front of an engine, and in rear of a train or light engine, indicate that a train is following, keeping out of the way of all regular trains.

Engine
numbers.

38. Engine head lamps are furnished with numbers, and with green and red shades.

39. When an engine is attached to a train, the number of such train must be shewn in the centre of the head light, and when without a train, its own number with a cipher "O" prefixed, must be exhibited.

40. After sunset and until daylight, engines, when on the main line, whether coupled to a train or not, must have the white head light fully exhibited.

41. When a train is clear in a siding, and switches set safely for main line, the green shade must be drawn as a signal that the main line is clear. When a train is entering a siding behind another train on the same siding, the engineman of the rear train must sound a succession of short whistles as a signal to the forward engineman to expose, and receive a similar signal from him that he has exposed the white

light of his head lamp, until he is again signalled that the main line is clear. Before an engine is moved to come on the main line or foul of it, the green shade will be withdrawn. A red shade denotes danger.

42. In working trains at stations or sidings the following signals will be observed :— Signals for working trains.

The signal to start is given by stretching the arm at right angles to the body, or by swinging the lamp overhead.

To stop, by stretching both arms at right angles to the body, or by waving anything across the track.

To move cautiously, by moving slowly the hand down towards the track.

To back up, by waving the arm towards the body, or moving the lamp up and down.

43. A red flag by day or red light by night waved upon the track, or the explosion of a detonating signal, signifies that the train or engine must come to a full stop. The waving of a hat or any like action must not be passed unnoticed. Signals on track.

44. The absence of a signal at any place where one is ordinarily shewn, or a signal imperfectly exhibited, must be considered as an indication of danger, and treated accordingly, and the fact reported to the station agent or signalman. Absence of signals.

45. No employé is allowed to judge of the necessity of the signals shewn. The responsibility for giving them rests with those who exhibit them, and it is absolutely necessary that they be implicitly and immediately obeyed. Implicit obedience to signals necessary.

RUNNING RULES AND REGULATIONS.

Employés
must be
thoroughly
acquainted
with rules,
etc.

46. Every employé must make himself thoroughly acquainted with these regulations, and all special orders and instructions issued by circulars referring to his particular duties, knowing that a safe working of the traffic depends upon a faithful and strict compliance with the Company's rules and official orders.

Time.

47. The clocks in the telegraph offices at Montreal, Toronto, Hamilton and Peterborough will shew the Eastern Standard time, which is that of the 75th meridian, West of Greenwich. The correct time will be telegraphed to all stations, and the clocks at Portland, Island Pond, Point Levi, Brockville, Belleville, Stratford, Point Edward, London, Windsor, Niagara Falls, Fort Erie, St. Thomas, Palmerston, Harrisburg, Port Hope, Peterborough and Midland will give the standard time to those who cannot regulate their watches by the Montreal, Toronto, Hamilton or Peterborough clocks. Trains on the Detroit District and Michigan Air Line, will be run by Central Standard time, which is that of the 90th meridian, West of Greenwich, and is one hour slower than Eastern Standard time. The clocks in the offices at Fort Gratiot and Ridgeway will shew Central Standard time. Conductors and enginemen are required to regulate their watches daily by the standard time ; and when running where they cannot

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regulate their watches with the clocks at any of the above-named stations, they must regulate them by the time of the conductor they first meet who has done so.

48. The FULL FACED figures in time table shew Crossing stations. where trains are to be crossed or passed, and conductors and enginemen by referring to corresponding figures on same line of time table will see what trains are to be crossed and passed. No train must leave a station where another train of the same or superior class is due, except when a crossing order is received in writing from the Superintendent, through the train despatcher.

49. Regular trains are those shewn on the time-table, and are classed as follows : — Classifica-
tion of
trains.

FIRST CLASS,

Through and Local Passenger trains :

SECOND CLASS,

Mixed and Express Freight trains :

THIRD CLASS,

Freight trains.

50. First class trains have right of track over second and third class trains, and second class have right of track over third class trains.

51. Irregular trains are those which are not shewn in the time-table, and must keep clear of all regular and signalled trains.

52. When an engine or train is to follow and Red and
white sig-
nals. have right of track over all other trains, a red

flag by day, and a red light by night, in addition to the head light and two red tail lights, must be shewn in front of the engine, and in rear of the preceding train or light engine. This red signal will absolutely stop all trains going in the contrary direction, until the train or engine for which the red signal was carried has arrived. The following train or engine must always be considered as part of, and as having all the rights of, the leading train or engine, and conductors and enginemen must so regard it, and wait for all the other trains or engines in company indefinitely, and cross them all at the same point. When a train is to follow, not having right of track, but keeping out of the way of all regular trains, a white flag by day, and a white light, in addition to the usual lights, by night, must be shewn in front of the engine, and in rear of the preceding train or engine

Trains following on signals.

53. When an engine or train is to follow another on a red signal, notice thereof must be given to the despatcher, and to the conductor and engineman of the preceding train, who will cause the proper signals to be displayed, and notify all conductors of trains they may cross or pass that a train is following and must be waited for. Conductors and enginemen must always see flags or lamps displayed before their trains start.

Whistling and reducing speed.

54. Enginemen of trains or light engines carrying red signals will sound their whistles when approaching trains or engines, to call attention to the signals (which they must know are exhi-

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bited on their engines), and reduce speed so that their conductors can notify trainmen, and they will not pass such trains until signalled by their conductors to do so.

55. When a red signalled train loses time, the conductor must report to the train despatcher, and ask for orders; and when the signal is ordered down, or has reached its destination, the conductor of the train carrying it will see that a message or notice is written in the telegraph book, and that the operator displays telegraph signals, so as to stop and notify all trainmen interested. This of course will not dispense with the necessity of his also telling conductors of trains against whom he is running.

Conductors
of red
signalled
trains.

56. Conductors of trains carrying red signals, in addition to seeing that the telegraph signal is shewn, and notice is entered in the telegraph book as prescribed, will make sure that the men they meet on trains bound in opposite directions, and affected by the signals, are distinctly notified of such signals.

Conductors
of trains
carrying
red signals.

57. Down white signals have right of track over up white signals. When a first class train overtakes and passes a signalled train or engine, it in no way interferes with, or cancels the rights of, the train or engine so signalled, and the men of all trains and engines going in the opposite direction must so understand it; but no train, except a first-class train, must be permitted to come between a signal and the train being signalled, and the first class train must

Rights of
trains.

carry a signal in the intervening distance. Second and third class trains, when they cannot make their regular crossing or passing stations on time, must keep out of the way of first class trains. Third class trains must keep out of the way of second class trains; and all trains of inferior class must be on the sidings 5 minutes before superior class trains, or trains that have right of track, are due.

Superior
class train-
men to look
out for in-
ferior class
trains.

58. When trainmen of superior class trains do not find inferior class trains at their proper crossing stations, they must look out for them at each station until crossed, and have their trains under full control, so as to stop short if necessary.

Superin-
tendent's
orders.

59. Trains of a like class, running in the same direction, must not pass each other, unless upon receipt of special instructions from the Superintendent, through the train despatcher.

Delays.

60. In the event of a train being delayed, by accident or otherwise, station agents or switchmen must notify conductors and enginemen of following trains.

Trains on
sidings.

61. Enginemen must keep a sharp look out for trains on sidings, and when they see one with the conductor in front of engine exhibiting a red flag, and hear the engineman of the standing train sound his whistle three times, they will understand that the train on the siding requires to be red signalled to the next telegraph station, and the engineman of the passing train will stop, and not display the required flag until his con-

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ductor is aware of the arrangement. At night, the conductor will use the red lamp instead of a flag, which he will raise and lower several times as a signal, the engineman blowing his whistle as above. When the weather is foggy, and signals are difficult to discern, great caution must be exercised in their use. Conductors must always know when their engine is carrying a signal.

62. Should a train be held by another between telegraph stations, the conductor of the train thus held may, by giving the signal, as per rule immediately preceding, require the first train passing him, bound in the same direction, to carry a signal for him to the next telegraph station, on his arrival at which he must report to the train despatcher. Except as above, signals must not be carried for extra trains unless by authority of the Superintendent, through the train despatcher.

Signals for
extra
trains.

63. No inferior class train must be allowed, except by special order from the Superintendent through the train despatcher, to start away from a station ahead of a superior class train, unless there is ample time at the ordinary running speed, as per time table, for such inferior train to reach the next station 10 minutes ahead of the superior class train's time.

Superior
class trains.

64. When an operator receives a message for passenger trainmen, warning them that a freight train is running ahead, he will add on the face of the order the time at which the freight train left his station.

Freight
trains
ahead of
passenger
trains.

Distance
between
trains.

65. No engine or train is to be allowed to leave or pass a station within 10 minutes, and in foggy weather or snow storms within 15 minutes of another train, going in the same direction, and enginemen must endeavour to maintain that time apart between trains. Conductors must notify enginemen when they are closely following other trains.

Orders to
be fully un-
derstood.

66. The safety of life and property imperatively demands that every person, in any manner connected with the movements of trains by special order, should use the utmost care and watchfulness, and that all rules regarding the said movements should be strictly observed. Orders must be plain and explicit, and if not fully understood by the parties addressed, explanations should be required before taking them. After the acceptance of an order it must be obeyed fully and to the letter.

Operators
and train-
men to act
promptly.

67. Promptness on the part of operators and trainmen in sending and answering telegraph orders, is of the utmost importance in enabling trains to move with regularity, and all concerned must bear in mind that a few minutes' unnecessary loss of time at a station may result in some hours' delay in making the whole trip, shewing the importance of all the despatch possible, consistent with the safety of trains.

Light en-
gines.

68. No light engine must be allowed to follow a passenger train on a red signal. An engineman in charge of a light engine has the same responsibilities as the conductor of a train, and will be governed by the same rules. He

owed to leave must not run an engine at night without having a proper headlight, and two red tail lamps exhibited.

69. No train must leave or pass a station, or "turn out," before the time named in the time table, unless by special order from the Superintendent, through the train despatcher. Trains not to leave stations ahead of time.

70. Special trains must be run between stations at the same rate of speed as regular trains of the same class are timed to run in the time table, and must be shunted, clear of the main line, at least 10 minutes before regular trains are due. Special trains.

71. Conductors of all trains leaving terminal stations, or stopping at telegraph stations, must ascertain from the operator on duty whether there are any orders or arrangements, affecting the running of their trains. Conductors of mixed, freight, or inferior class trains, and enginemen of light engines, must not proceed until they have obtained either a train clearance order, properly signed, by such operator, (the receipt of which they will acknowledge by initialling train order book), or a regular train order. This clearance order will be retained by the conductor, unless the telegraph signal is displayed for other trains, in which case it must be handed to the engineman. Train clearance orders.

72. A clearance order does not, under any circumstances, authorize or permit a train or engine to leave a station in face of a train possessing right of track as per time table,

or by signal; or a train against which they may have previously received crossing orders. Agents or operators must not give a "clearance order" to an outgoing train or engine, until the conductor of the train or engineman of a light engine, from the opposite direction, has reported at the office, and registered his arrival.

Holding
orders.

73. Holding or detention orders will be addressed to the station agent or operator, and switchman, who, as the case may be, will, after displaying danger signals, "32" these orders. The operator must allow nothing to interfere with his immediate notice to the station agent, or switchman as the case may be, of these holding or detention orders. Every such order must be entered in ink in the book provided for that purpose.

Signature
of switch-
man.

74. The station agent or switchman will see that trains are held. The operator will be dismissed if he undertakes to sign for the agent or switchman, but, when there is only an operator on duty, his signature will be accepted, and he alone be held responsible.

Signals to
be set on
receipt of
train or-
ders, and
trainmen
held for
orders to go
at once to
office.

75. Operators, when they have holding or train orders, before acknowledging the same, must see that the semaphore and telegraph signals are set at danger. They will then advise the despatcher to that effect. Train orders must then be repeated to the despatcher, but must not be acted upon or considered as complete until the despatchers' signal "9" and signature have been received. The telegraph signal so

which they exhibited, will bring all trainmen to the office for orders. Those not affected, and not held for orders, will be furnished with the proper clearance order before being allowed to pass; but the signal will be kept set until those really interested are sent for, found and notified. Conductors will always go at once to the telegraph office, without being sent for, when the red signal is shewn.

76. When conductors are notified that they are held for orders, or for the arrival of a train, they will sign their names across the holding order in the telegraph order book.

Conductors
to sign order
book.

77. Crossing and other orders referring to the movement or cancelling of trains, must be addressed by the despatcher to the conductor and engineman, and must be plainly written out on the forms in manifold copying books provided for that purpose. Before accepting these orders, the conductor must see that the train despatcher's signal "9" and initials are written underneath the receiving operator's signature, which means that the order has been repeated to the despatcher, and is his acknowledgment that it is correct. The order must be read aloud by the operator to the conductor, and handed to him. It must be read aloud by the conductor to the engineman, and fully understood by all interested, before starting. It must then be given to the engineman, who will place it on clip, and hand it to the locomotive foreman at the end of his journey. The conductor's copy will be retained by him until the end of his journey, and

Duties of
conductors,
enginemen,
despatchers
and operators,
on receipt of
train orders

then sent with his journal to the Assistant Superintendent's office. The engineman and fireman must also read the order independently of the conductor having done so.

Rights of
trains.

78. When a train has orders to run regardless of a specified train, it gives the train under such orders no rights over any other train.

Conductors
must be ac-
quainted
with run-
ning of
trains in
both direc-
tions.

79. When conductors receive orders to run "avoiding regulars" or "keeping clear of regular and signalled trains," they must make themselves acquainted with the running of trains from both directions.

No verbal
communi-
cation
about
movement
of trains to
be accepted
while trains
are in mo-
tion.

80. Conductors and enginemen, when running on telegraph orders, must make sure that the trains they are crossing are those specified in such orders, and no verbal communication relating to the movement of trains, must be received or delivered by trainmen, or others, while trains are in motion.

Conductors
to look out
for signals.

81. On leaving, and while passing stations, conductors must be on the outside to look out for signals.

Irregular
trains.

82. No construction, wood, or other irregular train must leave "a turn out" in the morning, without receiving telegraph instructions from the Superintendent, through the train dispatcher, that all trains due have passed, and they must be off the main line 15 minutes before any regular train is due, and await its arrival, unless duly signalled, or specially ordered to the contrary.

83. No special train or light engine must leave a station without direct authority from the Superintendent, through the train dispatcher, and only one person shall be permitted to move trains by special order at the same time. Despatcher's orders.

84. Before an engine can return, after piloting a train to any station, regular train orders must be obtained from the train dispatcher. In case the engine is not required to go with a train as far as the next station, an order to return must be obtained by the engineman from the train dispatcher, at the station from which the engine starts.

85. Trains will not stop at stations, or passing places, against which in the time card a star (*) is placed, unless necessary for the proper business of the road, to take fuel or water, or to pass or get out of the way of other trains; but trains must stop at all stations where the star is not placed opposite their running time. When two or more trains are running in company on the time of a starred train, the train or trains that are following must run into starred stations with extreme caution, with the expectation of finding the leading trains signalled to stop. Starred trains.

86. At night telegraph stations, the night station agent or switchman must see that operators keep awake. Any seeming negligence in attending to instruments must be reported without fail to the day station agent, who will notify the Superintendent. Night operators to keep awake.

Starting
signal at
night.

87. When two or more trains going in opposite directions are at a station at the same time, during darkness, the signal to start by waving the white light must be given in such a manner that only the engineman of the train intended to be started shall see the signal.

Train re-
ports.

88. The arrivals and departures of all trains must be promptly reported, by telegraph, to the train despatchers.

Protection
of trains at
sidings
where there
is no staff.

89. At a siding where there are no stationmen, no freight or other train must stop after dark to leave off or take on cars, unless the train is safely protected by signals in both directions.

Freight
trains not
to delay
passenger
trains.

90. No excuse will be taken from conductors of freight trains being on the main line shunting, taking fuel or water, and thereby delaying passenger trains.

Agents,
etc., to ob-
serve train
signals.

91. Agents and persons in charge must look out for, and carefully observe signals carried by trains passing, or stopping at their stations, and enter them in the train register book, notifying conductors and enginemen of other trains running in opposition to such signals.

Reference
to time-
table.

92. At terminal stations, all orders must be booked, and reference made to the register and time table, in every case, before a train or clearance order is given.

Irregular
trains ap-
proaching
stations.

93. Irregular trains must approach stations with extreme caution, upon the supposition that other trains will be met, or that the main line will be occupied.

94. Unless when unavoidable, trains approaching stations at which they are to meet or pass other trains, will not be permitted to run ahead for the purpose of backing into a siding, but must take the first switch, and run in clear of the main line, if the trains they have to meet or pass are not in or going in the siding. Trains going into sidings.

95. When trains are booked, or have to cross at any station, care must be taken to see that the semaphore or other danger signal is displayed, so as to prevent the possibility of collision on the station main line, by both trains approaching at the same time. Both trains must move cautiously. Caution at crossing stations.

96. Enginemen must endeavor, as far as possible, to keep up an uniform rate of speed, and the speed of all mixed and freight trains must not exceed, except where specially allowed by figures in the time table, the rate of 1 mile in 3 minutes. Conductors and enginemen must see, when going down grade, that their brakemen are on the top of the cars, ready to apply brakes as soon as the train has turned the grade. Uniform speed.

97. One brakeman must be stationed on the rear car, and one on the engine of mixed and freight trains, to watch the train, and to ensure prompt application of brakes to the front and rear cars. Brakes must be applied when necessary, without waiting for the alarm whistle from the engine. Freight and mixed train brakemen.

98. When a train is standing or moving on a grade, the rear car must never be left without a man at the brake. Brakes on rear cars.

**Coupling
trains.**

99. Engines must not be uncoupled from trains when in motion, and under no circumstances must two trains be coupled together.

**Cars stand-
ing on main
line or sid-
ings.**

100. Whenever cars are left standing on the main line or in sidings, the brakes must be set, or the wheels securely scotched.

**Engine
gong.**

101. The alarm bell in the cab of the engine is on no account to be used for starting a train, its purpose being for stopping a train in case of necessity.

**Conductors
at stations.**

102. To prevent loss of time, conductors are to make their stops at stations as short as possible. No train is to be started from any station, until the conductor has given the proper signal.

**Backing
trains.**

103. Whenever it becomes necessary to back a train to a station, it must be done with great care, a man with red flag or red light keeping a safe distance in advance of the train, to warn any train that may be approaching. Neither conductor nor engineman has any right to assume that there are no trains approaching.

**Trains
delayed
between
stations.**

104. Whenever from any cause a train is delayed between two stations, the conductor must send a man to the rear 800 yards, or 15 telegraph poles, or a sufficient distance further if on a curve, and if necessary to the summit of the nearest grade, to warn and advise any approaching train, taking care that he is provided with detonating signals; and unless he has absolute right of track he must protect his train in like manner in front. Conductors, brakemen, and switchmen must each carry at least four detonating signals

about their person when on duty, so as to be prepared to use them at any moment.

105. Whenever any train or portion of a train is moving reversely, that is, backing up, either in shunting or otherwise, in any city, town, or village, or in any station yard, the conductor or a brakeman of said train must be stationed on the last car, to warn or signal parties approaching, standing on, or crossing the track.

Backing
trains in
cities, towns
or villages.

106. During night journeys, or foggy weather, all stations must be approached with great caution, especially those at which trains should be crossed, a sharp look out being kept for signals, and trains must be under such control that they can be stopped, if necessary, before the signals are reached. When a station signal cannot be seen the usual distance on account of fog, snow, or from any other cause, enginemen and trainmen must consider that there is danger ahead, and no excuse will be accepted for over running either signals or switches.

Extra
caution
in foggy
weather.

107. On the double track, freight trains must not be run so as to delay passenger trains; and in taking the cross-over switches, conductors will see that their trains are properly protected, enginemen keeping a sharp lookout for trains approaching, and conductors as vigilant a lookout for trains following. And whenever any train may have occasion to use the opposite line at night, for shunting or other purposes, they must, in all cases, before crossing, have the red shade on headlight fully shewn, to protect the train.

Double
track
shunting.

Trains
between
stations on
double
track.

108. Should a train running on the double track be at a stand, disabled, the red shade must be exhibited by engineman, to signal any train approaching from the opposite direction not to pass until the nature of the accident is known ; and should the opposite track be found obstructed, the engineman must detach his engine and run ahead 800 yards, or 15 telegraph poles, and there remain until the usual danger signals have been placed, then return, continuing the exhibition of red shade until the opposite track is clear.

109. If a train passing in the opposite direction be noticed not running safely, the green shade will be exhibited to warn any train following ; but if the train passed is disabled, then the red shade must be flashed in the face of following trains.

Trains to
stop at
sema-
phores.

110. Enginemen are required to bring their trains to a full stop at the semaphore when at danger. Having done so they must without delay move cautiously forward, so as to be under the protection of the semaphore, and await hand signal from the station, before drawing in. If the last car is not inside the semaphore, the brakeman must go back 800 yards, or 15 telegraph poles, with hand and detonating signals, to protect the train.

Trains pass-
ing through
public
streets, etc.

111. All trains or engines must pass slowly and cautiously through towns where the track crosses or runs along public streets, and the bell must be kept ringing until all such crossings

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112. At drawbridges, crossings of other rail-ways, and junctions, the semaphore arms for day, and the lamps for night signals are always to be set at danger, and every engine and train must come to a full stop before reaching the signal, and not proceed until the signal to come on is shewn, and the man in charge must not alter the signal until trains or engines have been brought to a full stop.

Signals
at draw-
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113. Great care must be taken to prevent the killing of cattle upon any portion of the line, and trains running in day time must come to a stop, if possible, to avoid striking them.

Cattle on
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114. If any car of a train take fire more than 300 yards from any watering-place, the train must be stopped, the burning car cut out, and every endeavour made to extinguish the fire. If necessary, a hole should be cut in the top of the car, and the flames extinguished through it, keeping the sides and ends closed. The engine-man must give what water he can spare from the tender.

Cars taking
fire.

pass slowly and
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115. In cases of mixed and freight trains, when the engine gong is sounded, the engine-man will not stop, but look for signals from the rear. At the same time the fireman will pull the bell-rope to find if the train has broken apart. If no signals are obtained, and the bell rope is loose, the engine must be run ahead until the detached portion of the train

Trains
breaking
loose.

is known to be at a stand, the engineman first giving the signal provided for by Rule 33. The engineman must not allow the front brakeman to apply brakes until he instructs him to do so, and will not back up until he receives a signal. If the detached portion is not visible, and its location is not known to the engineman, so that he can at once return to it with safety, he will run to and leave the front part of his train in the first available siding. The detached portion left on the main line must be quickly stopped and protected by signals, front and rear, by the trainmen, until the engine returns for it, or until it is pushed forward by the engine of a following train. If pushed forward, it must be done cautiously and under the protection of proper signals, and the engineman must keep sounding his whistle. When the engineman gets the front part of his train into a siding, he can leave it and return with his engine for the remainder, provided no regular train is due in either direction. Should he have to wait in the siding the arrival of a following train, he can ascertain as it passes where the detached part was left by that train. Should a train be approaching from the opposite direction having right of track, the engineman and trainmen must instantly stop it by whistle or other signal, and the engineman of the detached train will return in front and on the time of and carrying a signal for said train. After finding and removing the detached cars, the signal will be taken down and the signalled train

will proceed. If at a telegraph station, the engineman will go to the office for an order to return, but if this order cannot be obtained, he will return acting as prescribed in Rule 48.

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TELEGRAPH RULES.

Telegraph operators to be always ready for duty.

116. All persons, working the telegraph lines of this Company at any place or time, or in any capacity, must obey and be governed by, the following Rules and Regulations, as operators, and all operators are employed on the express condition that their services may be required beyond their telegraph duties at such times and in such manner as the Superintendent may direct. Operators must hold themselves in readiness for duty whenever and wherever the interests of the Company require them.

Privacy of telegraph offices.

117. Telegraph offices must be kept neat, clean and strictly private, and no idlers or loungers allowed therein. All communications are strictly private and confidential. Any operator divulging the contents of a telegram, or giving any information, except to the proper officers of the Company of what may be heard passing over the line, will be dismissed, and also be held disqualified for any future employment in the service of the Company.

Operators' duties in case of accidents.

118. Should an accident happen on any part of the line, no version or account of it must be telegraphed, even to operators, but what is written and signed by an officer of the Company, and given to operators for transmission to specified parties. Those who may observe or hear such communications passing must be silent on the subject. These messages, when received, must be delivered in envelopes.

119. Operators must keep their instruments and batteries clean, and must not make any change or alteration in wires or instruments. If any changes are necessary, the telegraph inspector will make them. Instruments to be kept clean.

120. At offices where there are day and night operators, the day operator will have general charge of the office.

121. Offices at which there is but one operator must be open every day except Sunday, at 7 a.m., and, where necessary for the proper working of trains, at such earlier hour as directed by the Superintendent. On Sundays they must be open at 8 a.m., never being closed for meals or for the night without permission from the train despatcher on duty. Hours of duty.

122. Offices at which there are day and night operators, must be open at all hours, except when closed for meals. Offices at which there are more than two operators must never be closed. Offices to be kept open.

123. Ordinarily, operators will be allowed one hour for each meal, but when necessary they will be restricted to a shorter time. When operators relieve each other, the one going off duty must carefully call the attention of the one coming on to orders still in effect; and as proof that the one coming on duty knows of these orders, he will, in the presence of the one going off, place his initials on the margin of the book opposite each order. A written transfer must be given from one operator to the other. Operators relieving each other.

Interrup-
tion on
wires.

124. When any trouble occurs on the lines, the despatcher shall promptly locate the interruptions, and immediately notify the office where the regular repairer is stationed, as to the nature of the interruption, whether grounded, circuit open, or heavy escape, and also state between what stations. All ordinary business must give way to allow him to locate this trouble. This must be done promptly and carefully, that there may be no delay in getting the repairer out at once, and each operator must promptly use his ground wire to assist in locating the difficulty, not leaving his instrument until all is right or some plan arrived at to remove the difficulty.

If circuit
broken for
30 minutes
— duty of
operator.

125. If circuit be interrupted from an unknown cause for thirty minutes, the operator next the break must at once notify the nearest gang of trackmen to repair it immediately, first satisfying himself, by careful examination, that the trouble is not in or about his own office. Should the interruption take place after dark, the trackmen must be notified the same evening, and ordered to go over the line at daybreak.

Telegraph
wires at sta-
tions.

126. Operators are expected to keep close watch over the lines at their stations; to see that they do not get crossed or detached from the insulators; that they are kept clear from all buildings, trees, &c.; and that whenever they cross the track they do not get so slack as to endanger the lives of trainmen.

Repairing
wires.

127. Particulars of all repairs made and interruptions occurring on the line must be obtained

from the trackmen or repairers, and briefly telegraphed to the Assistant Superintendent and Telegraph Inspector by the operator.

128. Great care must be observed in keeping the connections good throughout the wires and instruments. The working of the line depends greatly upon the attention paid to this duty. During thunderstorms and absence of the operator the wires should be cut out in the switch. Great care must be taken to keep the thumb-screws in the relays, key, sounders and cut outs screwed tightly. They are apt to work loose, especially in winter time.

Care of instruments.

129. Keys are often carelessly pushed open by books lying on the table. Great care must be taken to guard against this.

130. Ground wires are never to be used except to detect the direction of an interruption, or by order of the Superintendent. Dividing the circuit by ground wire is the cause of almost endless confusion and trouble, and any operator found guilty of this practice will be severely dealt with.

Ground wires.

131. The circuit must not be allowed to remain open for any purpose whatever, except by order of the Superintendent.

Circuit to be kept closed.

132. When about to leave their offices, operators will always carefully disconnect their instruments from the lines, and see that the circuit is complete through the "cut-out" switch. A satisfactory explanation will be required for allowing an instrument to be injured by lightning.

Disconnecting.

Adjusting
relay.

133. Operators must always know that their relay is properly adjusted before they open the key. This is especially necessary in damp weather.

Use of wire.

134. No communication must be sent by telegraph that can be sent in time by train or letter. Such messages must not be refused, but operators must, after transmission, enclose them to the Superintendent.

No verbal
messages to
be accepted

135. When practicable, operators must require persons sending messages to read them aloud in their hearing, and thus avoid the danger of mistakes on account of poor penmanship. They must not accept verbal messages under any circumstances.

Office calls
and signatures.

136. In addition to the office call, every operator must use a personal signature when sending or receiving messages. All messages "sent" must be dated and timed, and the signature of the receiving operator noted on them. All messages "received" must, in like manner, be timed and dated, and the signature of the sending operator noted on them.

137. The receipt of a message will be acknowledged by saying "I., I., O., K.," and signing operator's personal signature and office call.

Messages
received.

138. Messages received must be carefully copied in a neat and legible manner, and promptly delivered to the proper address. When answers are required, operators will use every effort to obtain and forward them at once.

139. The originals of all messages handed in for transmission must always be dated and timed by operator if sender fails to do so. Each day's "sent" messages must be done up neatly, the date noted on the outside, and the business of each month tied up and carefully preserved. Originals to be kept.

140. In transmitting messages, operators will connect circuit firmly, always writing at a moderate speed, especially when working with inexperienced operators, thus avoiding much repetition and the risk of errors. Operators not perfectly competent are warned against attempting to receive messages by sound. They must never guess at a word. Careful operating.

141. Operators must never act on supposition, but always make sure. Safety must be the first consideration at all times, and under all circumstances.

142. Should the circuit be interrupted while an operator is writing he will endeavor to ascertain the cause. If caused by another operator breaking, unless accompanied by the signals "7," "17," or "38," he will report the case to the Superintendent. The time of the line must not be taken up in struggling for circuit. When circuit interrupted.

143. Contention for circuit, quarrelling, abusive, profane, or obscene language upon the line is strictly prohibited. Operators who indulge in this sort of conduct will not be retained in the service. Use of the wires.

144. Operators will use no abbreviations in messages except the numerals and stations calls, No abbreviations to be used.

which should be used in every instance where applicable, as per list. When figures occur in messages, they should be written slowly and plainly, and if receiving operator has the least doubt as to the correctness of his copy, he must repeat the figures to sending operator, and ask if correct. In all train orders where figures occur in the body of the order, the time if in a time order, or number if the number of a train, must first be spelled, and then repeated in figures, and despatchers should require operators to do the same when giving the "32."

Operators
to be ac-
quainted
with rules
about run-
ning trains
by tele-
graph.

145. The attention of operators is particularly directed to the rules and regulations concerning the rights of trains, and the running of the same by telegraph arrangements, with all of which they must make themselves thoroughly acquainted. The utmost caution and promptness in everything pertaining to train arrangements is earnestly enjoined.

Despatcher
responsible
for his cir-
cuit.

146. The train despatcher on duty is empowered to act as chief operator of his circuit, and his instructions to operators regarding the working of the line must be obeyed.

Despatcher
going off
duty.

147. The despatcher before he is relieved must give a written transfer to the despatcher coming on duty, explaining the position of all trains then on the district, signals carried, and the train orders given which are not completed or cancelled at the time of such transfer.

Movement
of trains by
despatchers

148. In addition to the duties imposed upon the despatchers by the general rules and regulations

of the Company, they are to assist trains by making such crossing and passing arrangements, by telegraph, as will facilitate their movement, when the rules and instructions in the time tables do not give them the right to proceed.

149. In making crossing and passing arrangements, the despatcher must obtain replies from the conductor and engineman of the superior class train, or from the agent and switchman at the point where the trains are to cross, that the crossing or passing arrangements are correctly understood by them; and the despatcher must make sure beyond a doubt that the trains having right of track are secured, before giving orders to the inferior class, or trains not having right of track, to proceed, and he must surround all orders affecting the movements of trains with such safeguards as will prevent the possibility of misunderstanding or accident.

150. The despatcher must see that all orders are correctly repeated back to him by the receiving operator, in accordance with the rules, and he is required to keep a most vigilant watch over the operators and conductors on his circuit, and to check any infringement of the rules and instructions that may come under his notice, and report the same at once to the Superintendent and chief despatcher.

151. In the event of trains becoming late or irregular, the train despatcher must take into account the time allowed by time table, distance, grades, weight of train, and the state of

Train
orders to be
understood.

Rules to be
obeyed.

Despatch-
er's duty
when trains
late.

the weather, and make such meeting and passing arrangements for trains with conductors and enginemen as will best facilitate their movement.

Not to delay passenger trains. 152. Despatchers must be careful not to give freight trains such right of way as may cause delay to passenger trains.

Precedence of messages 153. Business relative to the movement of trains must have preference over ordinary business.

Despatcher only to use signal "7." 154. The train despatcher on duty may at any time interrupt any business on the line (when necessary for the despatch of trains) by using the signal "7." When this signal is given all other business must cease, and the circuit must be given up to his use. No other person is permitted to use this signal.

Signal "17" 155. The signal "17," is to prevent accident, having precedence over all other business and must only be used in extreme cases of danger.

Signal "23" 156. When a circular or "23" message is to be sent, "X" will be used as a general call, and all the offices are to answer to it, commencing with the most distant. The same order must be observed in acknowledging the message by "O. K." and signing.

Breaking 157. Operators, for the purpose of procuring a train order from the train despatcher, may break into any business on the line not preceded by the signals "7" or "17," by using signal "38" when necessary to save delays to trains requiring orders.

158. Operators who were transmitting business at the time either of the signals "7," "17" or "38" interrupted them, will remain at their instruments prepared to take circuit, and resume their business as soon as the messages for which any of the above signals were given have been completed.

159. The train despatcher only will be permitted to use the signal "9," and that only when "32's" to telegraph orders are received by him. Despatcher only to use signal "9."

160. All trains must be reported promptly, and the arrival and departure time must be entered in ink in the book provided for that purpose. Prompt reporting of trains.

161. In reporting trains on main line and branches running West and North, operators will make the signal "U. X." and East and South "D. X." three times, and then sign office-call, repeat two or three times, and proceed with the report, which must be written slowly and plainly. Operators at terminal stations will promptly note in their register sheets reports of all trains approaching their stations, that they may be able to give the necessary information to station and trainmen. "U. X." and "D. X." signals.

162. Operators are expected to use all proper efforts to obtain and forward causes of delay. When such delays occur at their stations, they will in all cases ascertain and report the cause, and if a train is being detained an unusual length of time, immediate notice must be given to the train despatcher. If a train, having received Unusual delays at stations.

running orders, does not leave the station promptly, the despatcher must be notified, in order that he may, if necessary, alter his arrangements.

Giving
"time."

163. At 11.57 a.m. every day all other business upon the despatcher's wire will be suspended for the purpose of sending "Time." Promptly at that moment the sending operator must commence beating seconds, and continue to do so until precisely 12 o'clock, at which time he will say "I, I, I, 12 K." No other operator must open circuit upon despatcher's wire when time is being sent, under any circumstances.

Operators
leaving
offices.

164. Operators when about to leave their offices for any purpose must first report to the train despatcher on duty, stating the length of time they wish to be absent, and obtain his permission. They will, when going to meals or for the night, use the abbreviations "S. F. B.," "S. F. D.," "S. F. T.," or "S. F. N.," and as soon as possible after their return report to the despatcher.

Telegraph
signals at
night.

165. Great care must be taken in the handling of telegraph train order signals. The spring must never be let go with a jerk, and a close watch must always be kept on the lamps at night, to make sure that they are burning well. Any defects in the working of signals or lamps must be at once reported.

Operators
to observe
signals on
trains.

166. Operators noticing any defect in the lights carried on engines or trains, must at once report the same to the next station, and also to the train despatcher.

167. No student or other person will be allowed to practice on the line, except by special permission of the Superintendent; nor will any operator be allowed to take a student until he has received the permission, in writing, of the Superintendent to do so. Operators will be held personally responsible for any interruption to the working of the wires caused by their students.

Students
not to prac-
tise.

168. DIRECTIONS FOR KEEPING LOCAL BATTERIES IN ORDER :

Keeping
batteries
in order.

Copper cups should be cleaned once a week, zincs scraped, and the sediment in the porous cups poured off. The cups should then be filled up with clean water. There should always be some vitriol in the copper shelf, and the battery should be kept in a warm dry place. Cups must not touch each other. When salts accumulate on the outside, the cups must be taken down and cleaned.

CALLAUD AND GLASS CUPS. — The inside of the jar should be painted an inch down from the top. There should be three inches between the copper and zinc plates. The zinc should be covered by the solution, and there should always be some vitriol in the cup; but not enough to allow it to form into a cake. About once a month some of the top or white solution should be drawn off, and the cup filled with clean water. The battery should be kept in a warm dry place. When salts accumulate, a thorough cleaning should be given.

Any fault in the working of instruments or batteries must be promptly communicated to the telegraph inspector.

Numbers of
wires.

169. The wires are numbered as follows :

GRAND TRUNK, WEST OF MONTREAL.

No. 1.	Through East.	Toronto to Montreal.
No. 2.	do. do.	do. do.
No. 1.	Through West.	Toronto to Stratford.
No. 2.	do. do.	Toronto to Port Huron.
		Port Huron and Detroit District.
		Waterloo and Galt Branch.
No. 1.		London and St. Mary's Branch.
No. 1.	B. & L. H.	Buffalo to Goderich.
No. 9.	Despatcher's.	Point Edward to Stratford.
	do.	Stratford to Toronto.
No. 4.	Despatcher's.	Toronto to Belleville.
	do	Belleville to Brockville.
	do	Brockville to Montreal.
	Despatching wire over International Bridge.	
Side line.		Union Station to Queen Street crossing.
		Union Station to York.

GRAND TRUNK, EAST OF MONTREAL.

No. 1.—	Despatcher's.	Montreal to Richmond.	Richmond to
		Island Pond.	Island Pond to Portland.
No. 4.—	Despatcher's.	Richmond to Point Levi.	
No. 3.—	Through East.	Montreal to Portland.	
No. 6.—	South.	Montreal to Rouse's Point.	
	Yard line.	Bonaventure to Lachine	
		Junction and Point St. Charles.	
No. 28.—	Montreal to Fort Covington.		

GREAT WESTERN DIVISION.

No. 1.—	Through.	Niagara Falls to Windsor.
No. 2.—	Despatcher's.	Niagara Falls to London.
No. 3.—	Despatcher's.	London to Windsor.
No. 4.—	Loop Line.	London to Fort Erie.
No. 5.—	W., G. & B.	Hamilton to Southampton.
No. 6.—	Toronto Branch.	
No. 7.—	L., H. & B.	London to Wingham.
No. 8.—	Sarnia and Port Stanley Branches. Pt. Stanley to Sarnia.	

- No. 9.—S. Ex., W., G. & B. Palmerston to Kincardine.
 No. 10.—Brantford and Tilsonburg Branches. Harrisburg to Tilsonburg.
 No. 11.—Short Wire. Niagara Falls to Suspension Bridge, N. Y.
 No. 12.—Cable Wire. Windsor to Detroit.
 No. 13.—Cable Wire. Fort Erie to Black Rock.

MIDLAND DIVISION.

- No. 1.—Port Hope to Midland.
 No. 2.—Despatcher's, Port Hope to Midland.
 No. 7.— " Peterborough to Madoc via Belleville.
 No. 14.—(Old) Whitby to Lindsay.
 No. 14.—Despatcher's, Whitby to Haliburton via Peterborough, looped from Lindsay.
 No. 16.—Despatcher's, Toronto to Sutton.
 No. 17.— " Toronto to Peterborough via Lorneville Junction
 No. 18.—Despatcher's, Toronto to Lakefield via Lorneville Junction.

170. NUMERICAL SIGNALS :

Numerical signals.

- 1.—Wait a minute.
- 2.—What time is it?
- 3.—Please get answer from
- 4.—Where shall I proceed?
- 5.—
- 6.—All ready.
- 7.—Business of sufficient importance to take precedence of all other except 17—Message to prevent detention of train.
- 8.—Busy on other line.
- 9.—Correct. To be used only by train despatcher.
- 10.—Keep circuit closed.
- 11.—Did you get my last?
- 12.—I did not.
- 13.—Have no report. Train not left.
- 14.—Write more firmly. Separate your words.
- 15.—Lightning troubles us.
- 16.—What is weather at your station?
- 17.—A message of the highest importance. To prevent accident drop all other business and attend to it at once.
- 18.—What is the matter?
- 19.—
- 20.—I will enquire.
- 21.—Are there any specials to-day?

- 22.—Turn switch and connect wires through.
 - 23.—All operators attend and take the following message.
 - 24.—Have you any business for me?
 - 25.—Make dots.
 - 26.—Put on ground wire.
 - 27.—Take off ground wire.
 - 28.—Do you get my writing?
 - 29.—Public or commercial message.
 - 30.—Finis.
 - 31.—How do you understand this?
 - 32.—I understand that I am to—
 - 33.—
 - 34.—To be run by telegraph arrangement.
 - 35.—Warn trains and trackmen and all concerned.
 - 36.—
 - 37.—
 - 38.—Train orders wanted.
- O. K.—All correct.

CONDUCTORS, BRAKEMEN, &c.

171. Conductors and trainmen must make themselves thoroughly acquainted with the whole code of signals, and the instructions referred to in these rules and regulations, and must always have in their possession, when on duty, a copy of the current working time table.

172. No excuse for neglect of duty, on the ground of overwork, can be accepted. No man is compelled or expected to work if he reports himself unfit, either from want of sleep or any other cause ; but when trainmen report themselves ready for duty, and take charge of a train, they are expected to keep wide awake, and to be continually on the alert. It must be distinctly understood that no violation of rules, or failure of duty, can be excused on account of want of rest.

Trainmen
to be fit for
duty.

173. The conductor must see before starting that the proper number of his train is on the headlight of the engine, and after the train is shunted into a siding clear of the main line, and the switches are correctly set, he must notify his engineman, in order that the green shade may be drawn over the head-light. (See Rule 41.)

Conductor
to inspect
his train be-
fore start-
ing.

174. Each conductor will provide himself with a watch, which must shew the correct time, carefully regulated by the standard time by which trains are to run, and must compare his time with that of the engineman before starting.

Conductor
to have a
watch.

175. Until the train starts, the conductor will be under the orders of the station agent.

Conductor's
responsibil-
ity.

176. After the train is started, it is entirely under the control of the conductor, and his orders must be obeyed, except where they are in violation or conflict with the rules and regulations, or plainly involve any risk or hazard to life or property, in either of which cases all participating will be held alike accountable; the passengers are in his charge, and he is responsible for the safety and regularity of the train, which he must never allow to proceed beyond any of its crossing stations until the arrival of the train or trains to be crossed, unless written instructions be received from the Superintendent, through the train despatcher.

Conductors'
books.

177. At each terminal station a conductor's book is kept, in which all circulars and orders affecting trains, the working of the line, etc., will be inserted, and each conductor must regularly inspect the same before starting with his train.

Conductors'
journal.

178. Entries of all delays, irregularities, etc., must be made in the train journal, which must at the end of the journey be forwarded to the Assistant Superintendent.

Conductor's
duty in case
of accident
to train.

179. Whenever an accident occurs to a train, or the train is stopped on the line from any cause, (at any place other than a station where there are semaphores) by which the line is obstructed, the conductor must send a flagman back, or go himself with all proper signals, at least 800

yards, or 15 telegraph poles, or a sufficient distance further if on a curve or grade, to stop any approaching engine or train; and if he has not absolute right of track ahead, he must protect his train by sending a man forward the same distance; and as each flagman proceeds, he is to place on the rail, at a distance of every 200 yards, a detonating signal. On arriving at the end of the above mentioned distance, the rear flagman is to place two signals on the rail. When the train or engine is enabled to proceed, and the rear flagman is called in, he must leave only the two farthest away detonating signals on the rail, as a warning to the following train, and the engineman of such train must stop quickly, and in the absence of other signals, proceed cautiously with his train, keeping a sharp look out. If the delayed train has not absolute right of track to the next station, it must proceed cautiously to the station, with the flagman walking at least 800 yards ahead.

180. In case there is a possibility of a train being overtaken by another train, the conductor must put off a brakeman in good time, to signal and warn the train following. When trains have to cross or pass at sidings where there are no switchmen, conductors must let themselves in and out of these sidings, and see that the switches are properly set for the main line and locked.

Protecting train by sending brakeman back. Switches to be properly set.

181. When a train is standing at a station obstructing the main line, or on a siding, with the switches turned for the siding,

Conductor to protect his train before attending to

any other
duty.

or is delayed between or outside station yards from any cause, the conductor will be held responsible for the safety of his train, and must arrange for its protection, and see that it is protected, before attending to any other duty.

Care of
lamps when
train is
shunted.

182. When a train is shunted for another train to pass, the tail lamps and side lamps must be removed, or so disposed of as not to exhibit the red light to a following train; but special care must be taken to replace the lamps the moment the train proceeds to run on the main line.

To report
defects in
track.

183. The conductor must, immediately on arrival at the next station, report to the station agent any defect in the line.

184. The conductor is responsible for the rules of the Company being properly enforced upon his train.

185. Conductors must deposit their boxes in the places set apart for them.

Leaping on
or off cars
and shunt-
ing.

186. Conductors and brakemen must refrain, as much as possible, from leaping on or off their trains whilst in motion. Before proceeding to shunt any cars into a siding, they must satisfy themselves that it is not obstructed, and that there is sufficient room for the cars, and not allow them to be run in with too great a speed.

When bell-
rope is out
of order.

187. Should the bell-rope become disarranged, and it be necessary from any extraordinary circumstance to stop the train, if other signals fail, the brakeman must apply the brakes

sharply, and suddenly release them a few times so as to attract the engineman's attention.

188. Whenever a conductor has reason to believe that his train has passed over a broken rail, or obstruction, it is his duty to stop the train, and ascertain if such be the case; and if so, he must leave a brakeman with detonating signals, red flag or lamp, as the case may require, in order to warn approaching trains. He himself must notify station agents and trackmen, as quickly as possible.

Broken rails.

189. To avoid the possibility of accident, in case the air brakes become disarranged, freight and other trains immediately following a passenger train from any station, and particularly where it is down grade, must proceed very cautiously, and be under full control, keeping a sufficient distance to the rear to be signalled in case of danger, until the next station is passed and the train they are following is, beyond reasonable doubt, clear and out of the way.

Trains to be under full control.

190. Whenever any train or portion of a train is backing up, either in shunting or otherwise, in any city, town or village, or in any station yard, the conductor or brakeman of the said train must be stationed on the leading car, to warn or signal parties approaching, standing on, or crossing the track.

Train backing up.

191. Level crossings must not be obstructed. No engine, tender or car must be left on any level crossing for a longer period than 5 minutes; and if in any city, town, or village a train is waiting for more than 5 minutes, it must be

Level crossings.

cut so as to leave the whole width of the roadway, including footpaths, clear. In such case the cars must not be coupled together again until the crossing is protected by a signal.

When passing other trains.

192. Passenger conductors should see and salute each other when passing on their trains. Freight conductors when passing trains at stations, either by night or day, must always be on the outside, and shew themselves to the men on the train they are passing. They are forbidden to ride on engines.

Care of switches.

193. Conductors and brakemen will be held responsible for the care of the switches they may use.

194. Conductors will be held responsible for having the full complement of trainmen on their trains.

195. Freight conductors and train baggage-men must act as brakemen when necessary.

Examination of train on journey.

196. The conductor and brakemen have time on the journey to examine the wheels, brakes, couplings, and journals of the cars, and can have no excuse for allowing them to be neglected; it will always be presumed that they are inattentive to their duties if they are neglected.

Removal of bell-rope.

197. The bell-rope must on no account be removed until the train has fully stopped at the station.

198. The man who opens a switch must close and lock it for the main line, and properly place the safety catch.

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1 Axe.

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Conductors, &c., of Passenger and Mixed Trains.

199. Every conductor, baggageman and brakeman is to be at the station from which he is to start, half an hour before the appointed time. He must, while on duty, wear a badge on the front of his hat or cap, denoting his office. The conductor is to see that he has on the train :

Trainmen to be on duty half an hour before train-time. Badge to be worn. Articles to be provided.

- 1 Axe.
- 1 Saw.
- 1 Hammer.
- 1 Two Gallon Oil Can.
- 1 Oil Filler.
- 1 Pair Scissors.
- 2 Cases, each containing 12 Detonating Signals.
- 1 Broom.
- 1 Bell Rope.

- 1 Water Pail.
- 1 Chain 12 feet long, with Hooks attached.
- 1 lb. Sulphur.
- 3 Red Lamps.
- 2 White Lamps.
- 2 Red and 2 White Flags.
- 2 Tail Lamps.
- 6 Links and 6 Pins.

200. Whenever a fare is collected on the train the conductor must at once issue a ticket to the passenger.

Conductor to issue a ticket when fare collected.

201. Conductors must see by personal inspection before starting, that the cars have been carefully swept out and dusted ; that when necessary the stoves and lamps have been lighted in proper time ; that the water-coolers are filled with good fresh drinking water, and that the passengers are properly accommodated ; that their baggagemen and brakemen are on duty ; that the air brake pipes and cars are properly coupled, and satisfy themselves that their train is in proper running order. Any defects in the running gear, or deficiency in the interior fittings of cars,

Conductor to personally inspect train before starting.

must be immediately reported to the station agent. They must also see that the bell rope is properly attached from the rear of the train to the bell in the cab of the engine, testing the working of the same, which must not be removed until the train is at a stand, at the end of the journey.

Lamps.

202. At sunset the car and signal lamps must be lighted.

Announcing name of next station and assisting passengers in alighting.

203. Immediately after leaving a station, the name of the next station at which the train is timed to stop must be distinctly announced twice to the passengers inside of each passenger car, so as to be heard throughout the car, and it must be again announced twice within a reasonable time before arriving at the station, proper time being allowed to passengers to get in and out of the cars before the train is again put in motion; but every assistance must be rendered by trainmen, so that the train may be kept at the station as short a time as possible. At terminal stations, conductors will not leave their trains until the passengers have alighted, and will render them all needful assistance. Before starting from terminal stations, junctions and crossings, where trains leave in different directions at or near the same time, announcement must be made to passengers of the direction in which each train is going.

Running past platforms.

204. If a train should run past a platform at which it ought to stop, the engineman must not be signalled to back before the passengers have been warned to keep in the cars, the con-

ductor or a brakeman being on the rear platform of the last car.

205. When cars on passenger trains extend beyond station platforms, passengers must be warned to walk forward through the cars to the platform.

206. Passengers must not be allowed to stand on the platforms of cars, and must be cautioned not to attempt to leap on or off trains when in motion.

Passengers
on plat-
forms of
cars.

207. On passenger trains the conductor or a brakeman must always be on the rear platform of the last car when arriving at a station, to see that the semaphore is raised to danger; also when leaving a station, to look out for any signals that may be given after the train starts. Any neglect in raising the semaphore must be reported at once.

When
arriving at
and leaving
stations.

208. On the arrival of a train at the end of a journey, the conductor, in the absence of the station man appointed for the purpose, must personally examine each car, to see if any articles have been left by passengers. If anything be found, for which there is no owner, it must be handed over to the station agent. He must also see that fires and lamps are safe, and the windows closed.

At end of
journey.

209. Conductors of night trains on which sleeping cars are run, must attend to the sleeping car passengers before proceeding through the other part of the train, examine tickets, and arrange, if possible, so as not again to disturb them

Sleeping
car passen-
gers.

during the journey. They must also see that their men avoid slamming doors and making unnecessary noise, when going through the cars.

Riotous conduct not to be allowed. Dogs and heavy baggage not to be allowed in cars.

210. Conductors must not allow riotous conduct on the train, nor allow passengers to put their feet on the cushions, or otherwise destroy the cars, nor permit heavy baggage or dogs to be carried in passenger cars.

No person to travel without ticket or pass.

211. Conductors must not allow any one to travel without a ticket or pass signed by an authorized officer. They must collect and punch all tickets and trip passes, and make out at the end of their journey the returns that may be ordered from time to time.

Passengers without tickets.

212. Any passenger without a ticket, and refusing to pay fare, should be removed.

"Any passenger refusing to pay his fare may, by the conductor of the train, and the servants of the Company, be put out of the train, with his baggage, at any usual stopping place, or near any dwelling house, as the conductor elects, the conductor first stopping the train and using no unnecessary force." 42 Vict., Chap. 9, Section 25, Sub-Section 12.

213. The conductor will observe that this power can only be exercised by putting off a passenger at a station, or near a dwelling house. Great caution is, however, to be exercised by the conductor, and the following instructions are laid down for his guidance.

214. If the passenger refuses to pay on the ground that the ticket has been lost, the conductor should not remove the passenger, if he believes the ticket has been lost; but in all cases the name and address in full should be obtained

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and forwarded without delay, with a special report, to the Superintendent.

215. In case of removal, no force is to be used but such as may be actually necessary, and as much care and consideration as possible is to be shewn to the passenger.

216. In every case of removal it will be the duty of the conductor to ask for the names and addresses of four or five passengers, witnesses of all the circumstances, and to forward such information, together with a full report, to the Superintendent without delay.

198. The man who opens a switch must close and lock it for the main line, and properly place the safety catch.

Conductors, &c., of Freight Trains.

Freight
conductors,
etc.

217. Conductors and brakemen must be in attendance half an hour before the time fixed on the time table for the departure of their trains, to see that the cars are properly coupled, oiled, and in good order to run. They are to see that they have on the train :

- | | |
|-----------------------------|--------------------------|
| 1 Axe. | 2 Water Pails. |
| 1 Saw. | 12 Links and 12 Pins. |
| 1 Hammer. | 1 Chain, 12 feet long. |
| 1 Two Gallon Oil Can. | 1 lb. Sulphur. |
| 1 Oil Filler. | 3 Red Hand Lamps. |
| 1 Pair Scissors. | 2 White Hand Lamps |
| 2 Cases, each containing 12 | 2 Red, and 2 White Flags |
| Detonating Signals. | 2 Tail Lamps. |
| 1 Broom. | 6 Brake Bolts. |
| 1 Beil Rope. | |

218. The conductor is responsible for the attachment of bell rope, signal lamps, and flags to the train.

Use of jour-
nal. Cars to
be examin-
ed.

219. The conductor is to enter in his journal any delays or casualties, and report the same on arrival to the proper officer. When any cars which should have been taken forward are left on the way, the conductor must promptly give notice of the same by telegraph to the Assistant Superintendent. He will see that the doors of the cars are at all times properly secured, and those that require it sealed. Whether empty or loaded, they must always be closed while in transit.

Way-bills
of cars and
freight.

220. Conductors must examine the way-bills, checking them with the labels, numbers, and

initial letters on cars before starting, to see that the freight is loaded according to the stations to which it is consigned. Should way-bills not be ready, the fact must be promptly reported to the Superintendent. They must also report to the Superintendent all cases in which freight to be unloaded in transit has not been conveniently loaded for distribution; they are also required personally to check with the receiving agent the freight delivered, and should there be any discrepancy or damage, it must be noted on the way-bill at the time. Loaded cars must not be taken without way-bills, and no way-bills without the proper cars, except by special authority.

221. No conductor in charge of a freight train shall receive or take a fare from any person traveling on his train; nor shall he allow any person to travel as a passenger without the written order of the Superintendent or Assistant Superintendent in charge of the district. Not to collect fares.

222. Conductors must particularly examine all platform cars, to see that they are safely loaded, and if they are not, must leave them to be reloaded. They must also examine the brake-masts, and see that they are free to work, before starting. To examine flat cars and brakes.

223. A conductor's van must be at the rear of every freight train, and a sharp look out must be kept from the cupola or side windows, and on all trains except way freight not carrying passengers, a bell-rope must be extended from the end of the train to the gong in the cab of the engine. Sharp look out to be kept from van.

When in
charge of
passenger
trains.

224. Freight conductors when in charge of passenger trains must obey the rules and regulations laid down for conductors of passenger trains.

198. The man who opens a switch must close and lock it for the main line, and properly place the safety catch.

BRAKEMEN.

225. Brakemen must make themselves thoroughly acquainted with the whole code of signals, and the instructions referred to in these rules and regulations.

Brakemen
under con-
ductor's or-
ders.

226. Brakemen are under the orders of the conductor. They must see that the bell-rope and lamps are in proper working order.

Brakemen
to be on the
alert.

227. Brakemen are to be near their brakes while the train is in motion. One brakeman employed on mixed and freight trains must be on the engine, so as to be prepared to promptly apply brakes on front cars on a signal from the engine-man, or when otherwise necessary, while the train is in motion, and to keep a good lookout for the rear portion of the train, exchanging signals frequently with the rear brakeman.

Application
of brakes.

228. Brakemen will not apply brakes so tightly as to skid the wheels, but in descending grades will use the brakes of several cars to check and regulate the train, and change brakes frequently.

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229. Before starting they must examine the Care of
brakes,
cars, stoves,
lamps, etc. car brakes, to see that they are in proper working order, and report any defect to the conductor. If engaged on a passenger train, they must see that the cars are carefully swept out and dusted, and if necessary the stoves lighted; that the heat and ventilation are properly regulated, and the fuel boxes filled. They must have the signal lamps trimmed and ready for lighting, should their journey not be ended before dusk. They must see that a good supply of fresh water is always kept in the water coolers.

230. Brakemen must always be on the alert, and To look out
for signals
and have
trains under
control. ready to apply the brakes immediately upon a signal being given by the engineman, and when approaching signals, stations, railway crossings, and swing-bridges, or on down grades, they must not wait for the engineman's signal, but must keep their trains well in hand, and completely under control. Passenger brakemen must be particularly careful in this respect, in case of failure of the air-brake.

231. Upon stopping at stations or sidings, Duty at sta-
tions. brakemen must examine the axle-journals to see that none are heated, and must thoroughly examine coupling pins and links.

232. Brakemen must keep a sharp look out for Trains
breaking
loose. trains breaking loose, especially on down grades.

233. Brakemen must assist conductors and To assist
conductors
and station
men. station men in loading, unloading and checking freight, baggage, or parcels to be left, loaded, unloaded or delivered; and at all stations where

wood is taken, they must assist in putting it on the tender.

198. The man who opens a switch must close and lock it for main line, and properly place the safety catch.

TRAIN BAGGAGEMEN.

234. Train baggagemen must make themselves thoroughly acquainted with the whole code of signals, and the instructions referred to in these rules and regulations.

235. Every train baggageman must wear, upon his hat or cap, a badge denoting his office.

236. Train baggagemen are under the orders of the conductor.

Care of
baggage.

237. They must see that all baggage is properly marked and checked, and arrange it so that there may be no delay in putting it out at the proper stations ; carefully registering in their baggage-book each piece, number of check, and station at which received or left off. A correct report of the same must be sent in at the end of the journey. Value parcels must be accompanied by way-bills. Parcels and way-bills must be carefully checked. Baggagemen must see that they have the correct number billed, as they will be held responsible for the same. They are prohibited from receiving baggage or parcels not properly checked or billed. All

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checks must be entered in full according to the marks on them.

238. They are held responsible for the careful handling of all baggage, parcels, and letters entrusted to their custody, and must give and take receipts for value packages. They must be careful in the delivery of despatches, parcels, returned checks, etc. They must not leave their car during the journey without having it properly watched or secured, nor allow any passengers to travel in it. They are held responsible for the safety of the cash boxes and their contents, and must be particular in entering the number of the cash boxes on the cash bag way-bill.

Value packages, letters, cash boxes, etc. Baggage cannot to be left during journey.

239. No checks must be removed from baggage in the car, and all baggage must be left where marked for when put in the car, except in cases where passengers wish to leave the train at some other station, when it will be put off as the conductor may direct, and shewn on return accordingly.

Checks.

240. Way-bills for through baggage and baggage put off at junctions must be correctly made out, and must be checked over and signed by the receiving baggageman, who will send them in with his returns.

Transfer of baggage.

241. Checks on baggage in bond must be taken when it is possible to do so.

Baggage in bond.

242. Baggage men must not leave their car while they have baggage in charge, without locking up the car, and no baggageman must leave

the station at the end of his journey, until all his baggage has been properly disposed of.

Claims
through
careless-
ness.

243. Baggage men must understand that if any claim is made through their inattention to the instructions, or by carelessness in putting baggage out at a wrong station, they will render themselves liable for the amount of such claim.

244. Baggage in bond must be piled with checks outwards.

Returns.

245. Baggage men must make out their returns immediately on arrival, and send them in by next train without fail.

246. Dogs must not be carried except tickets have been purchased for them, and a chain and collar, in each case, is attached, for properly securing them in the baggage car.

Letters.

247. Letters not on railway business, and not passing through the offices of the Company, must not be conveyed by train. Baggage men violating this rule render themselves liable to the Post Office penalty.

To attend
the brakes

248. Baggage men must perform the duties of brakemen when required to do so.

198. The man who opens a switch must close and lock it for main line, and properly place the safety catch.

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Speed
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Hour.

Miles.

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249. Table shewing the speed of an engine, ^{Speed of} when the time of performing a quarter, half, or ^{engines.} one mile is given :

Speed per Hour.	Time of per- forming ¼ Mile.	Time of per- forming ½ Mile.	Time of per- forming 1 Mile.	Speed per Hour.	Time of per- forming ¼ Mile.	Time of per- forming ½ Mile.	Time of per- forming 1 Mile.
Miles.	m. s.	m. s.	m. s.	Miles.	m. s.	m. s.	m. s.
5	3 0	6 0	12 0	33	0 27	0 54	1 49
6	2 30	5 0	10 0	34	0 26	0 53	1 46
7	2 8	4 17	8 34	35	0 25	0 51	1 43
8	1 52	3 45	7 30	36	0 25	0 50	1 40
9	1 40	3 20	6 40	37	0 24	0 48	1 37
10	1 30	3 0	6 0	38	0 23	0 47	1 34
11	1 21	2 43	5 27	39	0 23	0 46	1 32
12	1 15	2 30	5 0	40	0 22	0 45	1 30
13	1 9	2 18	4 37	41	0 21	0 43	1 27
14	1 4	2 8	4 17	42	0 21	0 42	1 25
15	1 0	2 0	4 0	43	0 20	0 41	1 23
16	0 56	1 52	3 45	44	0 20	0 40	1 21
17	0 52	1 46	3 31	45	0 20	0 40	1 20
18	0 50	1 40	3 20	46	0 19	0 39	1 18
19	0 47	1 34	3 9	47	0 19	0 38	1 16
20	0 45	1 30	3 0	48	0 18	0 37	1 15
21	0 42	1 25	2 51	49	0 18	0 36	1 13
22	0 40	1 21	2 43	50	0 18	0 36	1 12
23	0 39	1 18	2 36	51	0 17	0 35	1 10
24	0 37	1 15	2 30	52	0 17	0 34	1 9
25	0 36	1 12	2 24	53	0 17	0 34	1 7
26	0 34	1 9	2 18	54	0 16	0 33	1 6
27	0 33	1 6	2 13	55	0 16	0 32	1 5
28	0 32	1 4	2 8	56	0 16	0 32	1 4
29	0 31	1 2	2 4	57	0 15	0 31	1 3
30	0 30	1 0	2 0	58	0 15	0 31	1 2
31	0 29	0 58	1 56	59	0 15	0 30	1 1
32	0 28	0 56	1 52	60	0 15	0 30	1 0

ENGINEMEN AND FIREMEN.

250. Enginemen and firemen must make themselves thoroughly acquainted with the whole code of signals referred to in these rules and regulations.

Time to
come on
duty, etc.

251. The engineman of every train must be in attendance thirty minutes, and the fireman forty-five minutes, before the appointed time for the train to leave. The former must see that his engine is in proper working order sufficiently supplied with fuel, water, and dry sand, and properly oiled, also that the lamps and signals are in a fit state for use. Before taking charge of the engine, both must sign their names in the appearance book kept by the locomotive foreman, and inspect the notice board and circular book.

Care of en-
gines.

252. Each engineman is held responsible for the engine under his charge, for the general efficiency of the machinery or working parts, which he should inspect as often as his duties will allow, and he must report to the foreman any case of imperfect washing out that he may know of or suspect. If any part of the machinery is damaged by heating, the engineman will be liable for the amount of such damage.

Economy
and use of
material.

253. He is responsible for the economical use of all material, stores and fuel supplied to his engine; and it is his duty to see that no waste takes place.

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254. Every engineman, when on duty, shall have with him at all times the following tools: ^{Necessary supplies.}

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|---|---|
| 4 Buffer Lamps with red and white lights. | 2 Screw jacks. |
| 1 Hand signal lamp. | Flax and twine. |
| 1 Gauge glass lamp. | 4 Large and small oil cans. |
| 1 Set of screw keys. | 6 Tube plugs and irons. |
| 1 Large and 1 small monkey wrench. | 1 Fire bucket. |
| 2 Cold chisels. | 2 White and 2 red flags. |
| 1 Large and 1 small hammer. | 2 Torches. |
| 1 Crowbar. | 12 Detonating signals in tin case. |
| 1 Coal shovel. | 1 Set dogs and wedges. |
| 1 Twelve feet chain with shackle. | 2 Pairs wooden blocks for blocking links and cross heads. |

255. Enginemen and firemen must provide themselves with reliable watches, which must be regulated daily by the standard time, and compared with conductors' watches just before the departure of their train. They must also have with them the current working time tables. ^{To have good watches.}

256. No person except the engineman and fireman (and front brakeman of mixed and freight trains), shall be allowed to ride on the engine or tender, without permission of the General Manager, Superintendent, Chief Engineer or Mechanical Superintendent.

257. Enginemen are held responsible for the bell-rope being properly attached to the gong or whistle, before starting. ^{Bell ropes.}

258. The engineman, on receiving a starting signal from the conductor, must immediately answer by ringing the bell. He must handle the train carefully, and must not injure the ^{Care of train.}

couplings by jerking, and he must look out behind when starting, also frequently when in motion, to see that the train is following properly. He must not depend upon being warned by the gong in the cab.

Not to run
without
conductor.

259. No engineman must run a train without a conductor, from whom only he will take signals relative to the movements of the train, which, from the moment of starting to the time of arrival at its destination, is entirely under the orders of the conductor, to whose instructions as to stopping and starting, the engineman is to pay implicit attention. But enginemen are held personally responsible, if they obey orders from conductors which are known by them to be contrary to the rules.

Running
cautiously.

260. In all cases where any message or order directing a train or engine to proceed cautiously or at a named rate of speed over any part of the railway, or any bridge or viaduct, is given to the engineman of any train or engine, he shall retain the same in his possession, and act in strict accordance with such order, under penalty of immediate dismissal.

When train
is hauled
by two en-
gines.

261. In case of a train being hauled by two engines, the engineman of the first engine is in charge, but in such cases each engineman will be furnished with a copy of train orders, and both will be held responsible for their being carried out. Conductors will read the orders to both enginemen.

To consult
with con-

262. In cases of doubt or difficulty, relative to

the running of trains, enginemen and conductors must consult with each other, as they will be held equally responsible for any violation of the rules through forgetfulness, negligence, or any other cause. ductor in case of doubt.

263. In case of accident to a train, the engine-man, if required, must detach the engine, and proceed to where he may be ordered by competent authority. In case of accident.

264. The greatest precaution must be taken to ascertain that switches are correctly set, before passing over them, and no excuse will be accepted for running off a switch, in cases when the light and target indicate its position. To examine switches carefully.

265. Enginemen must be cautious in passing places where the track is under repair, and in crossing trestle work, and must close their ash-pans before passing wood-piles and wooden structures. When track is out of repair.

266. On entering or rounding curves, great watchfulness must be used, to avoid the possibility of running into a train ahead. Curves.

267. In approaching stations, enginemen must never depend upon information as to where the train ahead will stop for fuel or water, or other cause, but must always be prepared to stop short of the signal. When approaching stations.

268. Enginemen, in approaching stations, especially those at which their trains are not timed to stop, must sound the whistle at a distance of not less than 800 yards from the nearest station

switch, and must be certain that the semaphore, switch and telegraph signals are all right for them to proceed.

When passing stations

269. In passing stations at which trains are not to stop, enginemen must sound a low, long whistle, and their trains must be under such control, that they can stop if required.

When stopping.

270. Enginemen in bringing their trains to a stop must pay particular attention to the state of the weather and the condition of the rails, as well as the length and weight of the train; and must give due weight to these circumstances in determining when to shut off steam. Stations must not be entered so rapidly as to require violent application of the brakes.

Signals for stations.

271. Enginemen must approach passenger platforms very cautiously, sounding a low prolonged whistle, or ringing the bell, especially at stations where passengers may be standing on an intermediate platform, or where another train is waiting. Enginemen must be cautious in approaching junctions and all large station yards.

Signals for road crossings.

272. The bell must be rung, or the whistle sounded, at the distance of at least eighty rods (440 yards, or 8 telegraph poles) from every road crossing, station or junction, and the bell must be kept ringing or the whistle sounded at short intervals, until the engine has passed such point. In foggy weather the utmost vigilance and caution must be used.

To look out for and

273. The engineman and fireman also, when

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not otherwise engaged, must always keep a good lookout, and pay immediate attention to all signals, whether the cause of the signals be known to them or not. Neglect in obeying a signal is sufficient cause for dismissal, whether resulting in accident or not.

obey signals.

274. No engineman on duty must leave his engine, except in case of great necessity, when he must take care to put it in charge of his fireman; but on no account shall both leave it, either on the main line or on any siding on the road, or until it be given up to the proper person appointed to receive it

Engines not to be left.

275. If, however, a light engine should become unable to proceed, the engineman will at once send his fireman at least 800 yards or 15 telegraph poles, or a sufficient distance further if on a curve or grade, with proper signals (see Rule 179), in the direction from which the next train is expected, and if necessary, go himself to protect his engine in the opposite direction. If from the exigencies of the case both men have to flag, the engine must be left with the regulator secured, the reversing lever in mid gear, and the tender brake applied. The train despatcher must be advised, as speedily as possible, from the nearest station.

When light engine disabled.

276. When an accident happens to an engine or train, the engineman must, as soon as possible, telegraph to the Mechanical and Assistant Mechanical Superintendent the particulars, and the delay likely to be caused. If assistance be required, he must also make sure that proper

To report accidents.

notice has been given to the nearest locomotive station ; and should the accident be warrantably serious, then notice, stating as nearly as possible the extent of the damage, must be given to the nearest station where auxiliary cars are kept.

Shunting.

277. The engineman must not allow the fireman to move the engine at all, unless he is himself present. The shunting of cars requires both men to be on the engine, and must not be done at so great a speed as to endanger the lives of men employed in coupling, or in any way to injure the property of the Company.

Protection of engine when standing on main line.

278. No engine without a train must stand on the main line, unless properly protected, as per rule, by the semaphore, or other signals, which enginemen are held responsible for seeing exhibited.

When pilot engine assists in front.

279. When a pilot engine in front assists a train, a stop must be made before the pilot is uncoupled, and the train will not proceed until the pilot is safely in the siding.

Signals when shunting.

280. Enginemen while shunting or running trains or engines in passenger station yards, must do so cautiously. They must keep a good lookout, and give warning of their movements by a low continuous whistle, or by ringing the bell.

Assisting engines.

281. Assisting engines must, under ordinary circumstances, be coupled on at the front of passenger trains, and at the rear of mixed and freight trains.

Responsibility when running

282. Enginemen before proceeding with light engines, must have the Superintendent's writ-

ten authority through the train despatcher, and when working light engines their duties and responsibilities are the same as those of conductors. They must not run at night without having a proper headlight, and two red tail-lights exhibited.

283. No engine is to run on the line tender foremost, except from unavoidable necessity.

Engines not to run tender first.

284. No engine is to pass from a branch or siding on to the main line, until the switchman signals the main line clear.

When passing from siding to main line.

285. Enginemen must not allow steam or water to escape from their injectors, cylinder or pet-cocks, to the injury or annoyance of people on station platforms or elsewhere.

Escape of steam or water.

286. Every engineman must carefully examine his engine after each journey, and must immediately report to the locomotive foreman, and enter in the book which is kept for that purpose, any defect or deficiency in the engine or train. He must also report to the locomotive foreman, (and to the station agent or operator at the nearest station during the trip), and enter on his trip ticket, the particulars of any accident, neglect, or irregular occurrence, such as the improper working of semaphores, irregularities in the movement of trains, deficiency in the track, neglect on the part of bridge watchmen, etc., that he may have observed upon the journey, and hand the trip ticket to his foreman before leaving duty.

At end of journey.

287. Enginemen and firemen must be careful in the use of all property belonging to the Com-

Care of water pipes, etc.

pany, especially hose-pipes and water-cranes, which must never be pulled over or thrown off the tender while the engine or train is in motion. The pipes must always be allowed to empty themselves before being thrown off the tender, as the water in winter freezes on the track, and causes considerable inconvenience and expense. They must also see that the pipes are properly secured.

Safety
valves.

288. Enginemen and firemen must not interfere in any way with the safety-valves of engines, either by wedging down the levers, or otherwise to obtain more pressure in the boilers than the authorized allowance. If they are not satisfied that the valves are in proper condition, they must so report to their foreman.

Cleaning
ash-pans.

289. Enginemen must not clean out smoke-boxes or ash-pans except at the pits appointed for that purpose, unless in cases of necessity, when they must see that all live coals are extinguished.

290. In addition to the above, enginemen and firemen will be governed by the general and running rules and regulations.

STATION AGENTS.

Station
agents'
responsibil-
ities.

291. Every station agent, or person in charge of a station for the time being, is held responsible for the efficient protection of the whole of the offices, buildings and other property con-

nected therewith, and must systematically inspect every room in the station, as well as the platforms, outbuildings and signal lamps, and see that they are kept clean and in good order.

292. He is to cause the station grounds to be kept in good order. He must be careful that all stores supplied for the station are prudently and economically used, and that there is no waste of any kind. Care of stores.

293. He is responsible for the proper discharge of the duties devolving upon all the Company's servants at the station, and must at all times enforce their observance of cleanliness and neatness. He must also see that their conduct is respectful and civil to the public, and that no gratuities are received by them under any circumstances. Station staff

294. He must immediately report to the Superintendent every instance of neglect of duty on the part of any one under his charge, and in case of complaint, he is to communicate the particulars as soon as possible.

295. The station agent must not supply or lend under any pretence or circumstances, stores or other articles belonging to the Company.

296. He will be responsible for all money received at his station for traffic, and will be required to make good any deficiency of cash, whether arising from bad money or errors. He must make up and balance his accounts daily, in the form prescribed by the Company, and remit his cash as called for by special in- Accounts, cash, etc.

structions. This will apply to all stations. Where exceptions exist, they must be sanctioned and defined by the Treasurer of the Company, in writing.

297. No package or parcel for the private use of any employé of this Company, or for any other person, will be allowed to be sent free in baggage car, unless by proper authority.

Keeping of
train regis-
ter books.

298. The station agent must see that the times of arrival and departure of every stopping train or engine, and the times of passing of all other trains, or engines, are accurately entered in the train book.

Train or-
ders.

299. The station agent or operator in charge must be very particular to inform all conductors of the nature of any orders or arrangements that may exist, in any way affecting their trains.

300. Tickets must never be sold for any train to stations at which the train is not timed to stop.

To prevent
delay to
trains.

301. The station agent or person in charge for the time being must use every exertion to prevent delays to trains at his station.

To protect
switches.

302. No engine or car is to be left upon the main line, or on a level road crossing, but must be shunted into a siding as promptly as possible, clear of the main line, with the brakes tightly applied or the wheels securely scotched and stop blocks properly closed, to prevent the possibility of any movement of cars foul of the switches.

303. In case of obstructions, slips, or other accidents on the line, the agent at the nearest station must give immediate notice by telegraph or otherwise, to the Superintendent, Chief Engineer, Assistant Superintendent, Assistant Engineer, roadmaster, and the nearest section foreman. In case of accidents.

304. Any alteration or suggestion calculated to promote the public convenience, or increase the revenue of the Company, must be at once communicated to the Superintendent and General Freight or Passenger Agent. The station agent shall also report to the Superintendent all occurrences which may come to his knowledge bearing upon the interests of the Company.

305. Leave of absence must not be granted, nor must any change in staff be made without the knowledge and consent of the Superintendent. Leave of absence, etc.

306. The comfort and convenience of passengers and shippers must be specially attended to. Every precaution must be taken to prevent persons placing themselves in danger by being too near the track, or leaping on or off cars when in motion. Safety and comfort of passengers.

307. At stations where semaphore signals are provided, agents must be very particular in seeing that the danger signals are shewn directly a train stops at, or passes their station. They are to be kept up for ten minutes after any train has passed or left the station, and must also be exhibited when shunting is going on, or when the main line is in any way obstructed. Use of station signals and semaphores.

When a train crossing order is received, the semaphore signal must be raised to danger, and, before the order is replied to, the operator must see that the signal is displayed, so as to ensure the stoppage of the train. If the operator is unable, on account of fog or from any other cause, to see the semaphore, he must so advise the despatcher, and not reply to the crossing order until he has made sure that the semaphore is at danger. The usual danger signal must also be exhibited at the station.

Where
there is no
semaphore.

308. At stations where there are no semaphore signals, a red signal must be shewn for 10 minutes after the passage of any train or engine.

309. Whenever it is necessary for a train not timed to stop at a station to pass through a siding, it must be first stopped at the semaphore, and then brought on by caution signal.

Switches
to be kept
locked for
main line.

310. Station agents are held responsible for the safety of the switches, which must always, excepting when a man is standing by, be kept locked for the main line. They must also see that the track is clear at the station, and must not allow cars to be loaded or unloaded on the main line without authority from the Superintendent.

Station
staff to be
kept advised
of all
orders, etc.

311. Station agents are responsible for all general and other orders being duly entered and executed, and for books and returns being regularly written up, and neatly kept. The agent will read over to the staff at his station all orders and circulars referring to their several

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duties received by him, and obtain their signatures on the same. Circulars, written instructions, etc., must not be put up on the walls of offices, but into skeleton books, and properly indexed.

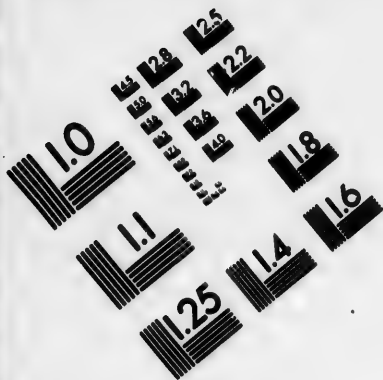
312. At chief stations, the ticket office must be open twenty minutes previous to the time of the departure of trains, and at smaller stations ten minutes, and closed immediately before the train starts. ^{Ticket office.}

313. It is one of the especial duties of station agents to be certain that all passengers from their stations are provided with tickets before getting on trains. A strict examination of the collections in the cars will be regularly made, and note taken of those stations from which a comparatively large number of fares is collected trains. ^{Passengers to purchase tickets.}

314. At terminal and refreshment stations the bell must be rung three minutes before the time of departure of passenger trains. ^{Ring bell at stations.}

315. Whenever any passenger train is half an hour late, the station agent must write, or cause to be written, on the blackboard provided for that purpose, a notice stating when the train is likely to arrive. ^{Notice when passenger trains late.}

316. Station agents must carefully, closely and frequently examine the switches, points and connections, bars, cranks, etc., and see that the switch blocks and safety catches are properly and securely placed in position, and the line clear, before trains are due. Night operators ^{Switches, etc., to be carefully inspected.}



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who act as switchmen, must be very particular about this, especially when trains are not booked to stop at their station. Any defects in switches must be immediately reported to the Superintendent and section foreman.

Care of
clocks.

317. Station agents are held responsible for proper time being kept at their stations, and are required to regulate their clocks daily. If a telegraph station, the time will be given by wire at noon each day, and, at non-telegraph stations, agents must obtain correct time from the conductor of the first train that stops. When the time of any station clock differs from the time given by wire, or by conductors, for two successive days, the Superintendent must be advised by letter, and a proper person will be sent to regulate the clock. Time lost or gained by a clock must be carefully registered.

Applica-
tions for
stores.

318. All applications for stores, tickets and stationery, must be made out on the proper requisition forms, and sent in at the times appointed; and care must be taken that a sufficient supply is always kept on hand.

Property
found in
cars.

319. A report of articles found in passenger cars at stations or upon the track, must be sent to the Superintendent, accompanied with the proper form, stating where and when found. Such articles must be registered in a book kept for the purpose by the station agent, giving description of property, where and when found, and how disposed of. Parties claiming found property must accurately describe the same, and

if the station agent is satisfied that the claimant is the owner of the property, he may deliver it up on obtaining a receipt in the book. No piece of baggage or any article must be sent off by a conveyance belonging to another Company, except a receipt for the same is first obtained.

320. It is the special personal duty of station agents, unless otherwise authorized by the Treasurer, to deposit the cash bag daily in the train cash box provided for that purpose, in presence of the train baggageman. Cash bags.

321. Station agents must not stop passenger trains at their stations unless such trains are marked on the time table to stop, except when necessary for safety, and in order to carry out these rules and regulations, or by special instructions from the Superintendent. When passenger trains not timed to stop.

322. During the winter the passenger platforms and approaches, switches and semaphore levers and chains must be kept clear of snow and ice. Ashes must be spread on the platforms when slippery. Care must also be taken to have any undue weight of snow removed from the roofs of the Company's buildings. Care of station in winter.

198. The man who opens a switch must close and lock it for the main line, and properly place the safety catch.

STATION REGULATIONS.

Baggage to
be checked.

323. Passengers must be informed that before they can have their baggage checked, they must procure tickets at the ticket office, and shew them to the station baggageman.

324. To avoid mistakes, all passengers must attend personally to the checking and marking of their baggage, and all baggage, after being loaded in the baggage car, must be left off at the place designated, and claimed by the owner on arrival of the train.

Station
platforms
to be kept
clear.

325. Runners for railways, boats and hotels, and carters or cabmen, must not be allowed to enter the stations, or come upon the platforms, on the arrival of passenger trains, to solicit or influence passengers, but may stand in such places as directed by the station agent or constables. If guilty of misbehaviour, such persons must be ejected from the station, and will be subject to punishment according to law.

Baggage to
and from
trains.

326. Cabmen and porters with checks, will be admitted to obtain baggage; they will also be admitted when taking baggage to the trains. Unnecessary noise, and obscene and abusive language, are strictly forbidden.

Care of
station
grounds.

327. Hotel omnibuses, baggage waggons and private carriages, must be arranged in the station grounds, as directed by the station agent or constables.

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328. The waiting rooms are for the travelling public only; all other persons will be excluded. ^{Waiting rooms.}
 No smoking allowed therein.

329. No person must be allowed to get into or upon (or quit or stand on the platform of), ^{Passengers not be allowed to get on or off trains when in motion.} any car after the train has been put in motion, or until it stops. Any person doing so, or attempting to do so, will have no recourse upon the Company for any accident which may take place in consequence of such conduct.

STATION BAGGAGEMEN.

Duties of
station bag-
gagemen.

330. Baggage men are under the immediate control of the station agent, and must attend at the station during the hours he may direct.

Appear-
ance on
duty.

331. Baggage men must be neat and clean in appearance when on duty, and must wear badges, properly fastened on their caps.

Tickets to
be shewn.

332. Baggage men must see passengers' tickets before checking baggage, and baggage must be checked to places for which passengers hold tickets.

Personal
baggage
only to be
checked.

333. Nothing but actual personal baggage, such as chests, trunks, valises, carpet and leather bags, leather hat boxes, and such like, must be checked, and merchandise or household furniture is not to be checked or carried as baggage in any case.

334. Baggage must be carefully handled.

Extra
baggage
tickets.

335. Parcels of merchandise must be handed over to the express messenger, but where no express messenger is on the train, an extra baggage ticket may be issued, upon payment of double extra baggage rate. When practicable, all tickets must be made out in ink. All baggage must be carefully weighed, if necessary, before it is checked, and the baggage man at the receiving station must also weigh it, if he has reason to suppose that the weight charged for on the ticket is incorrect.

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336. All baggage exceeding 100 lbs. per passenger (except that destined for points in the United States, for which regular advice will be issued by the General Passenger Agent) must be charged for as excess baggage, at the rates that may be issued from time to time, and the charges must be paid before the baggage is checked, after which a proper ticket must be given to the passenger.

Extra baggage to be paid for before being checked.

337. Any station baggageman who checks and allows excess weight to go forward free, will be fined, and will render himself liable to dismissal from the Company's service; and the receiving station must report to the General Baggage Agent all such cases, giving check numbers and train from which received.

Penalty for neglect.

338. Commercial travellers with samples, on presentation of commercial travellers' tickets, may be allowed such quantity of baggage free as advised from time to time by the General Passenger Agent, and any excess weight must be charged at the ordinary excess baggage rates. This excess may be booked through on one ticket to destination, with the privilege of stopping off at intermediate points, and re-checking on presentation of regular commercial travellers' passage ticket, accompanied with excess baggage ticket.

Commercial travellers' baggage.

339. On account of the trouble experienced at small stations in handling extra large trunks and packages carried by the public, and especially by commercial travellers and immigrants,

No single piece of baggage over 250 lbs. to be carried in baggage car.

and the difficulty of getting such articles in and out of the baggage cars, no single piece of baggage weighing over 250 lbs. must be accepted for transportation in the baggage cars, or checked for that purpose.

Carriage of
dogs.

340. Dogs must not be taken in charge except tickets have been purchased for them, and a chain and collar, in each case, is attached for properly securing them. Dog release forms must be made out, and signed by consignors, when tickets for dogs are issued. These forms will be sent in with the weekly returns.

Tickets for
excess bag-
gage and
dogs.

341. Tickets, stating weight and other particulars, must in all cases be properly written out, and given to passengers, for money collected for excess baggage or dogs.

Returns to
Audit
Office.

342. Baggage men at receiving stations will be careful in collecting, and forwarding promptly to the Audit Office, tickets issued for all excess baggage and dogs, notifying Audit Office of all cases where such may have been forwarded without being properly booked and paid for. In such cases, station agents at receiving stations will make out excess tickets, shewing number of baggage, check, and station from which it was forwarded, and collect at rates from station to starting-point, before property is delivered.

Chalk not
to be used.

343. Every piece of baggage is to be checked separately, and the number of the station (and name, where it is possible to write it), for which it is destined carefully marked on a check card,

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which must not be used more than once on each side. The use of chalk is prohibited.

344. When baggage goes astray, station agents must telegraph particulars, at once, to the Superintendent, or General Baggage Agent, over their own signature. Stray baggage.

345. After baggage is checked or marked, baggagemen are responsible for it, until it is handed over to the train baggagemen. Station baggage-men responsible for baggage.

346. In receiving baggage from a train, care must be taken to see that it is being put off at the proper station, and, if marked for any other station, it must be sent on by the next stopping train. Baggage put off at wrong station.

347. Baggage must not be given up until the duplicate check is produced; such duplicate must then be attached to the corresponding one, and locked up in the baggage room. Checks to be given up.

348. A passenger travelling on a through ticket which does not bear upon it a notice that it is not available to stay over at intermediate stations, will be entitled to have his or her baggage checked, provided the ticket is not out of date. Passengers with through tickets.

349. Special care must be taken not to deliver baggage without first removing the checks and obtaining the duplicates from passengers. Where any baggage is received the checks and duplicates of which do not correspond, a receipt must be taken, properly filled up, on the proper form furnished for that purpose. When a pas- Loss of checks.

senger has lost the duplicate check, a charge of 25 cents must be made, and a receipt for the baggage taken from the owner, on the prescribed form, and in both cases checks and receipts, with extra baggage ticket for the amount, must be immediately forwarded to the General Baggage Agent; but in no case must baggage be given up unless the persons claiming can describe the contents of such baggage, and satisfy the station agent that they are the rightful owners.

Stray and
unclaimed
baggage.

350. Station agents must report immediately any baggage wanted at their stations, stating when and where checked, and description of check. When such baggage has been found and forwarded to them, they must at once acknowledge receipt. All unclaimed baggage, whether checked or not, must be locked up in the baggage room, and a report of it sent to the Superintendent or General Baggage Agent, daily; if unclaimed at the end of fourteen days it must be sent to the Stray Baggage room, and a memorandum sent to the Superintendent or General Baggage Agent, giving the date received. Unclaimed baggage sent, that is not checked, must be checked, and duplicate check enclosed with memorandum. No baggage is to be opened, except in presence of the owner.

Carriage of
corpses.

351. A corpse must not be taken for carriage, unless on production of the certificate of a qualified physician that the person did not die of any contagious or infectious disease. This certificate will be retained by the parties in charge, and the name of the physician must be

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entered on the stub of the ticket book for reference.

352. No more checks must be kept on hand than are actually required. All surplus or broken checks, or checks not used at stations, must be sent to the General Baggage Agent every week, with card attached, giving name of the sending station. Checks when not in use must be kept locked up.

Care of checks.

353. Baggage must be checked and numbered before being put into the baggage car. Leather and tacks will be supplied by the General Baggage Agent to attach checks to chests, &c., without handles, that strap checks may be attached, and all checks must be compared with their duplicates to see that they correspond, and all reversible checks must be properly reversed before being used.

Checks to be compared with duplicates.

354. Checks must not be given to cabmen, omnibus drivers, or hotel porters (as such), except on presentation of tickets, and passengers must not be allowed to take checked baggage, or baggage such as can be checked, into the cars with them.

Checked baggage not to be taken into passenger cars.

355. On all baggage not claimed within twenty-four hours after its arrival, storage will be charged at the following rates, viz.:—From one to seven days, twenty-five cents each piece, and so on at the rate of twenty-five cents per week. Extra baggage tickets must be issued for the amount.

Storage on unclaimed baggage.

356. Baggage left behind through error of the owner must be sent by express or freight, accord-

Baggage left behind.

ing to owner's direction, but when left behind otherwise, it must be sent on by passenger train; if not checked, then it must be checked, and duplicate enclosed to receiving agent, a receipt being taken from the train baggageman for it.

Baggage in bond.

357. Baggage in bond must always be accompanied by Customs manifests and way bills, properly made out by the agent at the forwarding station.

Bicycles and babies' carriages.

358. Bicycles and babies' carriages actually in use and owned by passengers, may be sent free in baggage cars, and checked; but owners must sign the form of release provided, which exempts the company from all responsibility or liability in case of their receiving any injury.

Baggage from Canada to the United States or vice versa.

359. When checking baggage at stations in Canada for the United States, or vice versa, baggagemen must be very particular in advising all passengers to claim their baggage at the Customs or frontier ports for examination, or that it will be detained there at their own risk.

PORTERS.

Porters.

360. Porters are under the immediate control of the station agent, and must not absent themselves from the station during the hours of duty, without obtaining his leave.

To be civil and attentive to passengers.

361. They must be civil and attentive to passengers and others, and whatever the provocation, must not enter into an altercation with any

one. They must take no gratuity. They must appear on duty clean and neat, with their badges properly fastened to their caps.

362. They must render every assistance in loading and unloading passengers' baggage, and handle it carefully. They must also assist the baggagemen in checking baggage, on the arrival and departure of trains.

To assist with baggage.

363. Porters must keep waiting-rooms, offices, platforms, approaches, closets, stoves, windows, etc., clean, and prevent waste or damage of the Company's property.

To be careful of Company's property.

364. They must, when necessary, clean cars, and keep the tracks between platforms clean. When there is no appointed lamp-trimmer, they must clean and trim the lamps, and attend to all fires on the premises.

365. While the cars are in motion, porters are strictly prohibited from leaping on or off them, and from coupling or uncoupling them.

Not to leap on or off cars when in motion.

366. Porters must make themselves acquainted with the rules for switchmen and signalmen.

To assist switchman when necessary.

CONSTABLES.

367. Every railway constable, properly appointed as such, and having taken the oath, or made the declaration required by statute :

Powers of railway constables.

" Shall have full power to act as a constable for the preservation of the peace, and for the security of persons and property against felonies and other unlawful acts, on such railway, and on

any of the works belonging thereto, and on and about any trains, roads, wharves, quays, landing places, warehouses, lands and premises belonging to such company, whether the same be in the county, city, town, parish, district, or other local jurisdiction within which he was appointed, or in any other place through which such railway passes, which may be worked or leased by such railway company, and in all places *not more than a quarter of a mile distant from such railway or railways*; and shall have all such powers, protections and privileges for the apprehending of offenders, as well by night as by day, and for doing all things for the prevention, discovery and prosecution of felonies and other offences, and for keeping the peace, which any constable duly appointed has within his constable-wick; and it shall be lawful for any such constable to take such persons as may be punishable by summary conviction for any offence against the provisions of this Act, or of any of the Acts or by-laws affecting any such railway, before any justice or justices, appointed for any county, city, town, parish, district, or other local jurisdiction, within which any such railway may pass; and every such justice shall have authority to deal with all such cases, as though the offence had been been committed and the person taken within the limits of his own local jurisdiction." 42 Vict. Chapter 9, Section 61, Sub-section 2.

Under or-
ders of sta-
tion agents.

368. Constables are under the immediate control of the station agent, and must not absent themselves from the station during the hours of duty without obtaining his leave.

When com-
ing on duty.

369. The constable coming on duty must inform himself from the constable whom he relieves, of any extraordinary occurrences that have taken place during the preceding twelve hours.

Duties.

370. During his period of duty he must be in attendance on the platform, on the arrival of all passenger trains, and he must do his utmost to keep bystanders back from the track as the trains approach, to prevent persons getting on or off the trains while in motion, and to prevent the obstruction of the free passage to and from

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the trains. He must give every information to passengers making enquiries, and must prevent cabmen and hotel-runners coming into the waiting rooms, or on the platform, to solicit passengers. He must also ring the bell three minutes before the departure of a train.

371. He must at all times strictly watch the movements of suspicious looking persons, or known bad characters, who may come to the station, and in such a manner that such persons may see that it will be impossible for them to escape detection, in the event of their attempting to commit any crime.

372. Should he be required to perform any other duties at the station in addition to his police duties, he must so arrange his work as to leave himself free to attend all passenger trains.

373. As constables may often be called on to arrest persons charged with offences, it is very necessary that they should inform themselves as to the extent of their powers, especially as to when they will be justified in arresting without a warrant, and in what cases a warrant is necessary. They must also bear in mind that their first duty is to guard the property of the Company, and protect the persons and property of passengers; and although under certain circumstances, it may be right for them to lend their aid in arresting criminals, yet they must be careful not to neglect their ordinary duties for the purpose of doing what comes more properly within the province of the municipal authorities.

374. "Every such constable who is guilty of any neglect or breach of duty in his office of constable shall be liable on summary conviction thereof, within any county, city, district, or other local jurisdiction, wherein such railway may pass, to a penalty of not more than eighty dollars, the amount of which penalty may be deducted from any salary due to such offender, if such constable be in receipt of a salary from the railway company, or to imprisonment, with or without hard labour, for not more than two months, in the gaol of such county, city, district, or other local jurisdiction." 42 Vict., Chapter 9, Section 61, Sub-section 5.

"Every person who assaults or resists any constable, appointed as aforesaid, in the execution of his duty, or who incites any person so to do, shall, for every such offence, be liable on summary conviction, to a penalty of not more than eighty dollars, or to imprisonment without hard labor, for not more than two months." 42 Vict., Chapter 9, Section 61, Sub-Section 6.

WATCHMEN.

Duties of
watchmen.

375. To the watchmen is entrusted the duty of guarding the buildings and property committed to their care; and for this purpose they must remain on duty during such hours as they may be required by their immediate superiors.

376. When a watchman comes on duty, he must make a careful survey of his beat, noting the condition and position of all the property under his charge; and must visit every part of his beat at frequent intervals during his period of duty.

Sleeping on
duty.

377. Any watchman found sleeping while on duty will be liable to instant dismissal.

When to
arrest.

378. Should a watchman find any one stealing any of the property committed to his care, or attempting to set fire to any building, or com-

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mitting any indictable offence, he must arrest such person, and hand him over to the police authorities, and report the case to his immediate superior.

Watchmen at Level Crossings.

379. Watchmen at level crossings must make themselves thoroughly acquainted with the whole code of signals, and the instructions referred to in the book of rules and regulations.

380. They must be provided with a current working time table, signal flags, lamps, detonating signals, and a tool for picking obstacles out from between the rails, and must keep crossings clear of ice and snow. Necessary supplies.

381. On the approach of a train or engine, if the crossing is obstructed, or it is necessary to bring the train to a stand, a red signal must be exhibited. Use of signal.

382. They must keep cattle off the track, and prevent foot passengers and horses from passing over the track, when a train is approaching. Care of crossing.

383. The crossing must be examined after the passing of any vehicle, in order to see that the rails are not obstructed.

384. If the crossing planks require repairs, notice must be immediately given to the section foreman or any of his men.

SWITCHMEN AND SIGNALMEN.

Switchmen
and signal-
men to be
always on
the alert.

385. The duties of men in charge of switches and signals require great care, attention and watchfulness, as any neglect may cause very serious accidents; the men are, therefore, warned always to be on the alert, and cautious in the discharge of their duty.

Use of semaphores.

386. At stations where semaphore signals are provided, the men in charge must exhibit the danger signals directly a train or light engine stops at, or passes their station; and must keep them up for 10 minutes after any train or light engine has passed or left the station, except when another train has orders and is ready to start in the opposite direction. The danger signals must also be shewn when shunting is going on, or when the main line is in any way obstructed.

387. Whenever it is necessary for a train or light engine, not timed to stop at a station, to pass through a siding, it must be first stopped at the semaphore, and then brought on by caution signal.

Care of
switches
and signals.

388. Each man in charge of switches and signals must be familiar with the code of engine, train and station signals, both night and day, and the arrangement of tracks and switches at the station. He must be provided with signal flags, a hand signal lamp, and detonating signals. If distant from a station, he must always have a supply of

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oil and wick on hand. Switchmen and signalmen are responsible for the signals and switches under their charge being in good working order, and must report any defects to the nearest station agent. During the winter season and frosty weather, switchmen must ascertain, by frequent working of the signal levers, that the semaphores are in perfect working order, and not bound by frost or other obstruction.

389. When trains from opposite directions are approaching at the same time, the switchman must raise the semaphore signals, and bring both trains to a stand short of the sidings; and, continuing to exhibit the semaphores, must with the hand signal lamp or flag bring on the train which has to take the siding, and, when the main line is clear, lower the semaphore to let the other train proceed.

390. Any neglect of enginemen to observe signals must be immediately reported to the nearest station agent.

391. Switchmen and signalmen, before allowing a train to pass, must make sure that the line is clear, and that all switches are properly set. When trainmen or trackmen open switches, it is their duty to close them, and switchmen or signalmen also must see that the switches are left locked for the main line, and must report any neglect in this respect.

392. At all sidings, switches must be kept right for the main line and locked, and only

When trains approach from opposite directions.

Neglect of signals to be reported.

Switches to be left locked for main line.

Switch handles not to be held

by hand
when train
passes over
switch.

unlocked and turned for sidings when a train has to go in or out. Switches diverging from through sidings must always be left locked for through sidings. Switch handles must always be pinned or locked, and not held by hand when a train is passing over a switch.

Switches to
be carefully
examined.

393. Whoever opens a switch on to a siding must see it closed on the main line. After turning the lever, the rails must always be examined, to make sure that they are right. Special care is imperative in handling three-throw switches.

Signal
lamps.

394. Before leaving their work, and when coming on duty, switchmen must satisfy themselves by personal inspection that the signals are all right, and switches properly set and locked for the main line: also that the through sidings are clear or properly protected. All signal lamps must be lighted at least half an hour before dark. They must be kept burning brightly all night, and extinguished at daylight.

To be
cleaned
daily.

395. Lamps and chimneys must be brought to the station daily, and all parts connected with the working of signals must be carefully cleaned every day, and the oil cisterns emptied not less than twice a week.

Sema-
phores at
draw
bridges,
etc., only to
be lowered
for trains
or engines
after they
have
stopped.

396. At drawbridges, crossings of other railways, and junctions, the semaphore arms for day, and the lamps for night signals, are to be set at DANGER, and every engine and train must come to a full stop before reaching the signal, not proceeding until the signal to come on is shewn, and the man in charge must not alter

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the signal until trains or engines have been brought to a full stop.

397. Switchmen and signalmen must do everything reasonable to prevent persons trespassing on the line. To prevent trespassing.

198. The man who opens a switch must close and lock it for the main line, and properly place the safety catch.

DRAW-BRIDGE TENDERS.

398. Bridge tenders must be on duty at each swing bridge night and day during the season of navigation, provided with a proper time table, shewing the running of the trains, a supply of hand signal lamps, fog signals, signal flags, cotton wick, oil, and all necessary tools. Necessary supplies.

399. Bridge tenders must keep danger signals shewn to trains and light engines, so as to bring them to a full stop before crossing bridges, whether the bridges are closed or not, and when the bridge tenders are satisfied that everything is safe for the train to cross, they will shew the "All Right" signal and allow it to cross. Use of danger signals.

400. Bridge tenders will report to the Superintendent the number of any train and engine which fails to stop as required, before crossing bridges. Engines not coming to a full stop.

401. Bridge tenders must be constantly on the look out for trains, so as to avoid delay, and keep To be on the lookout and keep

clocks regular. and keep their clocks regulated daily; they have opportunities for doing this from conductors and enginemen.

To report defects in bridges. 402. They must see that the bridges and all their parts, as well as their lamps and signals, are always in proper working order, and immediately report any defect to the agent at the nearest station, who will at once notify the Superintendent.

Register of vessels. 403. A register must be kept, by the bridge tenders, of vessels passing through each swing bridge, giving hour, name, and kind of vessel, and destination, and the cause of delay, if any.

ROADMASTERS.

Works in charge of roadmaster. 404. The works under the charge of the roadmasters, and for the repairs and maintenance of which they are held strictly responsible, are earthworks, ditches, and other water-courses, permanent way in all its parts, fences, gates, culverts, cattle guards, road crossings—both public and private—section men's shanties and tool sheds.

Duties. 405. Each roadmaster is accountable for the proper discharge of their duties by the men under him; and for the judicious and economical use of tools and materials supplied for maintenance and renewals. All loss and destruction of the Company's property must be reported at once to the Chief Engineer and Assistant Engineer of the district.

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406. Roadmasters are required to ascertain the condition of the track, by walking over it as frequently as possible, and to make reports of inspection to the Chief Engineer and Assistant Engineer of the district, as required, from time to time. To walk track frequently and report.

407. If there is any work of great importance requiring early attention, a special report must be sent in immediately. Special reports.

408. Every culvert must be inspected at least once a week, either by the roadmaster or foreman of section upon which it is situated. Culverts.

409. Roadmasters must report at once in writing to the Chief Engineer, any case in which signals are disregarded by enginemen. To report neglect of signals by enginemen.

410. Roadmasters must regularly examine all signals on their district, and have such repairs made as may be required, to maintain them in a state of efficiency. If the repairs are of such a character that they cannot be properly made by any of his men, the roadmaster must at once notify the Chief Engineer, and also the inspector of signals, where there is one. Signals to be kept in thorough repair.

411. Roadmasters are required to see that all bridge watchmen are at their posts, and that the supply of water, and means for using the same in case of fire, are perfect at the bridges. They must also see that the bridge watchmen clear away all snow and ice from the rails after every snow-storm, and that they are provided with proper implements for this work. They must furnish the bridge watchmen with spanners for To look after bridge watchmen.

tightening the bolts of the rail joints, and see that this duty is efficiently performed.

To superin-
tend re-
pairs.

412. Roadmasters must be present and superintend all important repairs or alterations which involve breaking the track, taking charge of the work in so far as it pertains to the track, and the safety of trains; and they must satisfy themselves that the track is safe, obtaining the assurance of the bridge and masonry inspectors that everything is right, before allowing trains to pass over.

Use of
snow-
ploughs,
etc.

413. Roadmasters are responsible for keeping their districts clear of snow. They have the ordering out of engines, ploughs, and scrapers; and the employment of extra men for clearing away snow is under their control.

Not to ex-
change or
lend com-
pany's prop-
erty.

414. Roadmasters are prohibited from entering into any understanding or engagement with the officials of other railway companies or with any private company for the exchange or lending of tools, hand cars, or any property belonging to the Company.

TRACK REPAIRERS.

Observance
of rules.

415. Before any laborer or foreman is engaged by the roadmaster, he must be made to understand that wilful transgression of the rules will be visited by immediate dismissal from the service of the Company.

Rules to be

416. In every gang of track repairers there must

be a foreman. Each foreman must have a copy ^{explained to trackmen.} of these regulations in his possession while on duty, and must read and explain them to every man engaged under him, and must produce them when required to do so.

417. The roadmasters are held responsible that ^{Necessary articles.} every foreman is provided with a copy of the regulations, the current working time table, and the proper signal flags, lamps, and detonating signals. Also, that each foreman is furnished with an accurate gauge for gauging the track, and with all other necessary materials and implements.

418. Each foreman is responsible for the industry of the men under his charge, and for the ^{List of names, etc., to be kept.} proper execution of the work assigned to him; and must have a list of the names and abodes of those under him, so that in case of accident or other emergency he may be enabled to summon them immediately.

419. Every foreman must inspect his section ^{Daily inspection.} once every day, and he or one of his men must pass over the section every morning, either on foot or by hand car, and must see that all rails are properly spiked or bolted, the joint ties well packed up, and that all other things are secure. He must also particularly note the condition of the fences, and see that all gates at private crossings are closed.

420. Track repairers must watch every train as ^{To look out for trains.} it passes, and observe whether notices are left off, or signals exhibited upon the engine or end.

of train, denoting that a special train will follow, as special trains may be despatched without notice. Trackmen may expect trains at any moment, and must always be on the lookout and prepared for them, whether a signal has been carried or not. They must stop working when a train is within 400 yards, and move to the side, clear of the track, so as to prevent any risk of accident.

Signals to
be used.

421. The signals to be used by the track repairers are as follows, viz.: green flags and lights, red flags and lights, and detonating signals. The green flag or light indicates caution, and the red flag or light is to be used when it is necessary to stop a train. Such signals must be sent out at least 800 yards from the place they are meant to protect, and must be waved across the track on the approach of a train. In addition to the red signals, one detonating signal must be placed on the rail every 200 yards, and at a distance of 800 yards two detonating signals must be put down. These must be taken up when the line is clear.

In case of
accidents.

422. Whenever it is necessary to displace any part of the track, or in case of any slip or failure of any portion of the works, or an accident befalling an engine or train, or any lorry being required for temporary use on the line, or if, from any other cause, the track is not safe, the red signal must be conspicuously exhibited at a distance of not less than 800 yards or 15 telegraph poles, each way, by men sent expressly to display such signals, even if

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no engine is expected, and they shall continue to exhibit the signals until a messenger arrives with express orders from the foreman to withdraw them. If a curve or summit of a gradient should exist at or near the end of 800 yards, the signals must be sent out further than the specified distance. If the accident or failure is of a serious character, and cannot be repaired at once, it must be immediately reported by special messenger to the nearest telegraphic station, and to the roadmaster, and watchmen must be kept on either side of the "break" to exhibit the danger signal to approaching trains. On every occasion when the track is being raised, or a rail taken out, care must be taken to have it perfectly secure at least twenty minutes before a regular train is due.

423. The track must not in any case be displaced for the purpose of putting in cattle guards, cross drains, or culverts, unless by express orders from the roadmaster, who will invariably arrange that the proper foremen are present during such operations, and who shall decide the times, between the running of the trains, when such work is to be done.

424. In no case, except where there is absolute necessity, is any work to be performed during a fog or snow-storm, by which an obstruction may be caused to the passage of trains.

425. In raising the track, and packing in the ballast, no lift must be greater than two inches in a rail of twenty-four feet long, and both rails must be raised equally and at the same time.

When track
to be dis-
placed.

Fogs or
snow-
storms.

Lifting the
track.

Ballasting. 426. Ballast must not be thrown up between the rails to a higher level than two inches above the top of the cross-ties, and all gravel or ballast must be shovelled to the side sufficiently to leave a passage for trains of not less than three feet clear, the rails being kept clear of gravel and other materials.

Gauge of track. 427. Particular care must be taken in maintaining the rails to the proper level and gauge; the rails must be kept free from dirt and snow.

Tools, etc., to be locked up. 428. All tools, implements, signals, oil, &c., must, when not in use, be locked up in a building or in boxes.

Materials dropped from trains. 429. All bolts, nuts, and other materials which have dropped from the rolling-stock on the track, must be picked up, and sent to the nearest station.

Cattle on the track. 430. All cattle and animals found straying within the railway fences must be immediately driven off, and each foreman will be held responsible for the safe keeping of the line in this respect on that portion of which he has charge; and all laborers dwelling in shanties along the line are strictly prohibited from keeping cows or hogs, unless the same are securely enclosed in a manner to be approved of by the roadmasters.

Windows to be obscured at night. 431. Occupants of crossing watch-houses and shanties must be particular in obscuring their windows at night.

Trespassers to be ordered off the track. 432. All persons walking along the line who are not in the Company's service must be ordered off.

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433. All level crossings must be closely looked after, and particular care must be taken that the planking is securely spiked down, and of the proper thickness. ^{Level crossings.}

434. Any farm-gates found open must be promptly closed and the roadmaster advised. ^{Farm gates.}

435. Any temporary injury to any of the telegraph poles or wires must be attended to as far as possible, and intelligence of the damage immediately conveyed to the nearest station agent. If not a telegraph station, the station agent must write to the telegraph station, giving particulars. Section foremen must cut down trees that are too near the telegraph wires, and when the wires are touching each other they must separate them, and fix them, if possible, on the insulators. Any tree outside the Company's boundary endangering the works must be reported to the Chief Engineer. ^{Telegraph wires.}

436. All articles found on the track must be sent to the agent at the nearest station.

437. During heavy storms of rain, snow, hail or wind, whether by day or night, whereby the works may be liable to sudden injury, section foremen must be on duty, and immediately after the abatement of the storm, or if necessary during its continuance, they must go over their sections, with danger signals, for the purpose of ascertaining if the track is safe for the passage of trains. The points on the sections most liable to injury are to be first visited. Foremen neglecting this important duty will be immediately dismissed. ^{In case of storms by day or night.}

**Examina-
tions of
cuttings,
culverts,
etc.**

438. Section foremen must keep a sharp lookout, to see whether any loose rocks or stones are likely to fall upon the track from the side slopes of cuttings, and have the same removed as quickly as possible. They shall also report to roadmasters any deficiency in drainage, or in the capacity of any culvert, and these must be particularly watched during and after any severe rain-storm or flood.

**Care of
hand cars,
lorries, etc.**

439. When the hand cars and lorries are not in use on the line, they must be lifted off the track, and the wheels secured by a chain and padlock. Trackmen must be extremely careful in using hand cars upon the track, only doing so when their service is actually necessary, and never having them on the rails when a train is due or expected. Lorries must be used only for conveying materials for the line, and they must not be run at the high speed for hand cars, but must always be preceded and followed by signalmen at the prescribed distance. Neither of these cars must, under any circumstances, be attached to a train, and no persons, except Company's servants on duty, must be carried on them at any time.

440. Hand cars, lorries or velocipedes must not be on the main line during a fog or snow-storm, or at night, except in an urgent case, and then only when ordered by the roadmaster.

198. The man who opens a switch must close and lock it for the main line, and properly place the safety catch.

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REPAIRING TELEGRAPH WIRES.

441. The section foreman shall every day, when inspecting his section, carefully observe the telegraph wires; and whenever they are broken, in contact with each other, or in any way out of order, he shall immediately repair them.

442. The said foreman shall, as soon as possible, on being notified by the operator in charge of any telegraph station, of a break or interruption on the lines, between two stations, send some of his gang, or go himself, to repair it; and should the break or interruption not be found on his section, either send out the men of the next section, or go on until it is found, or the repairers from the opposite direction are met with. For the neglect of this duty, or any part thereof, he will be fined or dismissed. Repairing telegraph wires.

443. Each gang of men must be provided with the necessary tools and materials for repairing, consisting of one pair of telegraph spurs, one pair of clamps, one pair of pliers, and one file; also a supply of telegraph wire and insulators, or caps, to be had on application to the roadmaster.

444. The duty of the repairers, in addition to the foregoing, will be as follows:

To straighten and brace up all poles that are in danger of falling;

To keep asunder the wires, wherever there may be more than one on the same poles, by fastening the top wire tight;

To report to the operator at the nearest telegraph station, any repairs they make, and the cause, nature, and place of the derangement; and,

In the absence of the foreman, to take the necessary steps to repair the telegraph, when ordered to do so by an operator in charge of a station.

445. When the line is broken, the wire should be loosened from one or two of the poles on each side of the break, by taking off the tie wire. The two ends of the broken wire should then be screwed in the clamps, drawn together and joined by a tight, compact splice. If the wires are too short to come together, a piece of the same size must be put in.

After the joint is made, fasten the line up with the tie-wire to the insulator on the pole as it was at first, care being taken to turn the loose ends or points of the tie-wire, where wooden insulators are used, downward; but where glass insulators are used, upward; and these ends should be as short as possible. Very little sag should be allowed in the line between the poles.

To make a proper joint in the wire, hold the two ends lapping each other, in the pliers; and then take five or six short turns with each end around the opposite wire. Samples of such joints can be seen in many parts of the line.

When the lines are found to be broken in several different places, near together, so that it will require much time to repair them properly, the breaks should be hastily united, and the lines then hung along the fence or trees, but

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clear of each other and of the ground, snow or rails, so that they may be worked while proper repairs are being made, which, however, must be done as quickly as possible.

When the wire is off several poles together, but not broken, it should be lifted and kept clear of the ground and the other wires—where there are two or more wires on the poles—while it is being fastened up. Communications can then be sent over it while the repairs are going on.

When insulators or caps are off any of the poles, they must be immediately replaced, and the wire refastened as before.

When the line requires repairing at a curve, care must be taken to fasten the wire on the outside of the curve, so that the strain may be against the post, and not from it.

446. The spurs are used in climbing the poles. They should be strapped on the leg, so that the prongs protrude from the hollow of the foot.

The clamps are for the purpose of drawing together the wire when broken, and are used as follows:

One clamp must be affixed to each of the broken wires by means of the screws, leaving enough of the ends of the wire clear of the clamps to make a joint of. Then the cord which is attached to one of the clamps must be passed around the wheel of the other, both being drawn together. A joint can then easily be made with the slack ends of the wire.

BRIDGE INSPECTORS AND REPAIRERS.

Responsi-
bilities of
bridge in-
spectors.

447. Bridge inspectors will be held responsible for the safety of all bridges, trestles, and buildings, whether of wood, stone or iron, except where the masonry is put under the charge of a separate inspector, in which case the bridge inspector will be responsible for everything but the masonry. This rule does not refer to buildings used by the Mechanical department.

448. Every bridge must be inspected at least once a week by the bridge inspector or foreman of bridge repairers. Bridge inspectors will be held responsible for the carrying out of this rule.

When
bridges re-
quire re-
pair.

449. Whenever it is necessary to make any repairs to bridges that cannot be done between trains, the roadmaster must report to the Chief Engineer or Assistant Engineer of the district not later than three days before the time when the use of the track will be required, and the track must not be disturbed or rendered unsafe until permission has been given in writing by the Chief Engineer or Assistant Engineer. This permission will be forwarded to the bridge inspector, and the Chief Engineer or Assistant Engineer will also notify the roadmaster to be present, with a sufficient number of his men to remove the track if necessary, and to replace it when the bridge is ready for it.

To report
weekly.

450. Bridge inspectors must make weekly reports as directed, to the Chief Engineer, giving in

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detail the nature of the repairs made to the different structures, and the state of repair in which they all are, and mentioning what bridges they have examined, with a statement of their condition.

451. When any important work is being done, such as the moving or placing of a bridge, or repairs or works which require skilled supervision, the bridge inspectors must be present to take charge of the details, and must not leave the work to be done by their foremen. To be present when repairs are being done.

BRIDGE WATCHMEN.

452. Bridge watchmen must be acquainted with the whole code of signals contained in this book of rules and regulations. Necessary supplies.

They must keep themselves supplied with the following articles, viz.:—

- 1 Current working time table.
- 2 Red flags and 2 green flags.
- 1 Hand signal lamp, with red and green shades.
- 12 Detonating signals.
- 1 Screw wrench.
- 1 Hammer.
- 1 Axe.
- 2 Pails.

453. They must keep a sufficient number of Water barrels filled with water, and placed at proper distances apart, on the top of the bridge under their charge.

Duties.

454. Immediately before a train is due the bridge watchman must walk over the bridge, taking with him a red and green flag by day, and a hand signal lamp by night, and he must always take with him and use, if necessary, a supply of detonating signals. As he goes over the bridge, he must examine the nuts and fastenings of the rails, etc., and make sure that all is right for the passage of a train. Having ascertained that all is right he must exhibit to the approaching train a green flag by day, or a green light at night.

455. The watchman must at least twice during the day, and twice during the night, examine the track at either end of the bridge for not less than 500 yards, to see that there are no broken rails, or other defects, by which trains would be endangered.

Signals.

456. Should it be necessary to bring a train to a stand, the bridge watchman must do so by exhibiting a red signal 800 yards or 15 telegraph poles from the bridge, and besides the ordinary signals, detonating signals must be placed on the rails at every 100 paces from the bridge.

To look out for fire.

457. After a train or engine has crossed, the watchman must walk over the bridge, carrying with him a pail of water, and making a careful examination, both on the surface and beneath it, to see that no sparks remain alive on the floor, or beneath the floor planks, and that none remain on the timbers, or get into the joints of the timbers between the top and the ground.

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458. If any part of the bridge should be out of order, or require repairs, the fact must be at once reported to the foreman in charge of the section under whom the bridge is in charge. When bridges require repairs.

459. Bridge watchmen must look at each engine as it passes to see that the ash-pan dampers are closed. Should an ash-pan be left open, the fact must be at once reported. To report when ash-pans are left open.

460. The bridgemen are enjoined to be particularly watchful of the telegraph where it crosses streams, and to use every effort to keep it in proper order. They must also report to the operator at the nearest telegraph station any derangement of the wires or masts of their bridges. To examine telegraph wires, etc.

Instructions in case of Accidents.

461. In the event of a person being injured, such as having an arm or leg run over by a car, or any other severe injury to an extremity, attended by loss of blood, the following instructions should be observed, in order to arrest bleeding, and support strength, until the assistance of a surgeon can be procured. In case of accidents.

462. In the absence of a proper instrument, called a 'Tourniquet,' a small strap or rope, about the size of a clothes line, should be tied loosely around the limb, if possible, about a foot above the injury, and then, by placing a short stick beneath the ligature, sufficient pressure

can be easily made to prevent the loss of blood by twisting the stick, care being taken not to tighten the rope too much, as it might injure the soft parts, but merely twist the stick enough to prevent bleeding, and thereby place the man out of immediate danger.

463. An injured person should be placed lying upon the back, and if weak from the effects of the shock and loss of blood, pillows should be removed, and the head put on a level with the body.

464. Should there be coldness and shivering, warm drinks, such as tea, should be given; and if there is great prostration and weakness from loss of blood, stimulants, such as brandy, whiskey or wine, may be administered in moderation.

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REGULATIONS FOR THE USE AND CARE OF THE WESTINGHOUSE AUTOMATIC AIR BRAKES.

— ENGINEMEN.

465. The oil cup on the pipe leading to the steam cylinder must be filled with cylinder oil, and the cock in the bottom opened half a turn; this will lubricate the steam cylinder. Use of the Westinghouse brake.

466. The pump must be started gradually, to allow the condensed steam to escape; after the pump has made a few strokes, a small quantity of cylinder oil must be put into the cup on the air cylinder, to lubricate the air cylinder.

467. There must always be a pressure of 65 pounds on the gauge before the engine is connected with the train.

468. When filling the reservoirs under the cars with air, the handle of the two-way cock must be turned to the left; this allows the air already pumped to pass from the main reservoir, reduces the pressure, and causes the pump to work more rapidly, until the gauge again indicates 65 pounds; the handle must then be turned to the centre position, so that the spring fits in the notch.

469. The brake is applied by turning the handle to the right from the notch, and exhausting ten or fifteen pounds of air.

470. When taking on extra cars, the handle

must be turned to the left, to allow the reservoirs in the extra cars to fill with air; after this is done the brakes must be applied, and let off suddenly, to ensure all being released.

471. In making stops at stations, small quantities of air must be exhausted at a time; by so doing the air is reserved, and the train brought to a stop gradually. The brakes should then be let off about the last revolution of the driving wheels (as nearly as possible); thus avoiding those lurches noticeable in stopping a train with the power brake. The brakes must never be applied with full force except in cases of emergency.

472. Brakes should not be applied a second time when, on the first application it is found that the train is going to stop too soon, and that they have to be let off in order to run a little farther. A second application would not be so strong as the first, as the reservoirs have not had sufficient time to re-fill, and there would be difficulty in releasing.

473. The pump must be run as slowly as possible, the required pressure being kept up; the safety valve pops at 85 pounds.

474. The brake must never be used in shunting trains, or when brakemen are expected to brake.

475. The main reservoir must be kept free from water; also, the triple valve under the tender should be drained daily, to let out any

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water that may have collected, there being plugs for this purpose.

476. The tender brake hose must always be hung up in the clip for the purpose whenever it is not in use; this will prevent dust getting into the triple valve. All brake couplings must be disconnected by hand. Enginemen are responsible for the condition of the brakes on the engine and tender.

477. For the automatic brake, the handle on the triple valve must be turned horizontally; if turned down, it will change it to the simple air brake; if turned midway between these two positions it will close communication with the brake cylinder and reservoir, and should be so turned when desirable to have the brakes out of use on any particular car, from breaking of rods, etc. This applies to tenders and cars.

478. When, from any cause, the automatic brake cannot be used, the change to the simple air brake must be made, but in such case the brake valve on the engine requires to be worked the opposite way.

479. Brakes must be promptly tested at the request of car inspectors at terminal and (whenever a car is taken on or put off) intermediate stations, and a notification obtained that all is right before starting. The pump must not be worked while the test is being made.

480. Enginemen must specially report upon arrival at terminal stations, or round house, any defect in the working of their engines, valves,

pump, etc., and enter on their trip tickets particulars of all failures of the brakes and loss of time in connection therewith. All passenger engines must carry a spare hose and couplings, as part of their equipment.

TRAINMEN.

481. In making up trains, all couplings must be united, so that the brakes will apply throughout the entire train. The cocks in the brake pipe must all be opened (handles pointing down) except that on the rear of the last car, which must be horizontal, and the coupling hung up in the clip.

482. In detaching engine or cars, the couplings must invariably be separated by hand; the cocks in the brake pipes must always be closed before uncoupling, to prevent application of the brakes.

483. At stations where it may be necessary to cut a train, to take or leave cars, trainmen must not turn the stop cock or disconnect hose until the brakes have been released by the engineman.

484. If the brakes are applied when the engine is not attached to the train or car, they can be released by opening the cock in the end of the brake cylinder or air reservoir.

485. If cars are equipped with a valve for the application of the brakes from the inside, it should be kept tight, and must always be ex-

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amined when the car is standing at a terminal station. This valve must only be used in case of emergency.

486. The brakes must be tested at intermediate stations whenever a car is taken on or put off, and inspected by the brakeman, to see that all are in working order. Conductors are responsible in such cases, and when trains start from points at which no inspectors are located, they must see that the test is made as per car inspector's rule number 497.

487. If the packing in the couplings freezes so as to leak, it must be thawed out with a torch.

488. Reports to car inspectors must be made of any car not in working order.

489. Hose must be coupled together or hung up in the clips provided for that purpose, when not in use.

490. The uncoupling of all brake hose is the duty of the brakemen.

491. The first duty of a conductor, if his train should be stopped by reason of any accident to the brake gear, is to see that the rear of the train is protected, and to relieve the brakes by opening the cocks in the ends of cylinders or air reservoirs under each car as quickly as possible.

CAR INSPECTORS.

492. The adjustment of the brakes should be such that, when applied, the pistons in the brake cylinders will not travel to exceed seven

or eight inches ; this will allow room for wear of shoes, stretching of rods, springing of brake beams, etc., while on the road.

493. Great care must be exercised in taking up the slack in connections, to have the levers and pistons pushed back to their proper places, and the slack taken up by the under connections or dead lever.

494. The brake cylinders and triple valves must be always kept clean and free from gum, so that they will readily release when the air has been discharged ; they must be oiled once a month with oil supplied for this purpose, and the last date of oiling and station shop mark must be noted on the cylinders with chalk. A record of such oiling must be sent each week to the car superintendent at Montreal or London.

495. In damp weather the triple valve should be drained daily, to let out any water that may have collected. The bottom nut must be slacked about half a turn, to let the water escape, and screwed up again ; if there is a pet-cock, it should be used.

496. When the train is finally made up, the inspector must take his position at the engine while the brake is being tested, that the engineman may inform him if any leak be discovered, which he must promptly attend to. He will then examine each car throughout the entire train, to see that the brakes have applied properly, and when all is right will notify the engineman, who requires such notification before starting.

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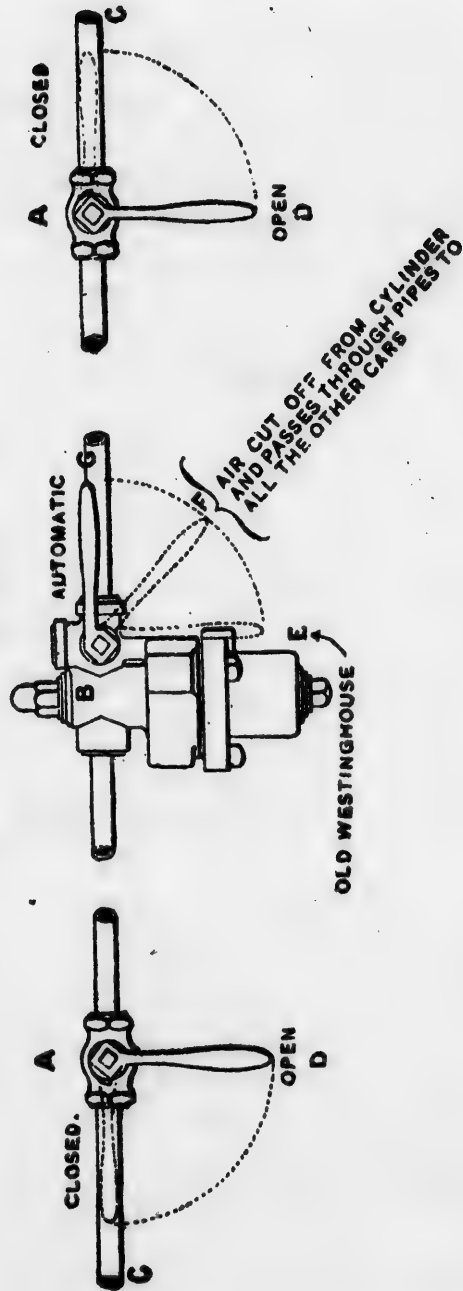
497. Inspectors will be held responsible if trains leave stations with the air brakes not in perfect working order, and they are also responsible for the coupling of all hose.

498. Inspectors at all points must keep on hand, ready for immediate use, a supply of the parts that are liable to get out of repair, as well as tools necessary for making repairs.

499. Enginemen and conductors will report promptly any neglect to comply with these rules.

DIAGRAM SHEWING THE PROPER POSITION OF HANDLES ON TRIPLE VALVE AND VALVE AT ENDS OF CAR.

WESTINGHOUSE AIR BRAKE.



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For illustration of the following, see diagram :

A represents valve at ends of car.

When a train is made up, the handle must be in position as shewn at **D**, except at the rear end of the rear car, where it must be as shewn at **C** before starting the train.

Before uncoupling a train from the engine, the handle on the end of the car next to the engine and on the engine must be as shewn at **C**. Before uncoupling cars it must also be placed at **C**.

B represents the triple valve under car. When the handle is at **G**, it is right for automatic; when at **E**, for the old pressure brake. When any part of the brake apparatus of a car is broken or out of order, so that it cannot be used, the handle must be placed at **F** (except in cases of broken hose or leaky pipes). In case a hose bursts, or there is a leak in the pipes that applies the brakes, the handle of the valve must be turned **A** to **C** on the rear end of the next car ahead of the leak; then the handle of the valve must be turned from **B** to **E** on the car with the leak, and all cars in the rear of it.

500. When a special written order is given by the Superintendent by telegraph or otherwise, to suspend or alter any of the foregoing regulations, such special order is to be obeyed, on pain of prosecution, instant dismissal, or other punishment; but in all other cases, the foregoing regulations must be strictly obeyed.

Alterations
of rules.

The Directors of the Grand Trunk Railway Company of Canada hereby order and enact that the foregoing shall be the Rules and Regulations of the Company.

Dated this eleventh day of July, one thousand eight hundred and eighty-four.

H. W. TYLER,
President.



J. B. RENTON,
Secretary.

The foregoing Rules and Regulations of the Grand Trunk Railway Company have been approved by His Excellency the Governor-General in Council, on this the twenty-fifth day of November, 1884.

JOHN J. MCGEE,
Clerk Privy Council.

Extract

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Extracts from the Consolidated Railway Act 1879.

HER MAJESTY, BY AND WITH THE ADVICE AND CONSENT OF
THE SENATE AND HOUSE OF COMMONS OF CANADA, ENACTS
AS FOLLOWS:—

WORKING OF THE RAILWAY.

25. Every servant of the undertaking employed in a passenger train, or at a station for passengers, shall wear upon his hat or cap a badge, which shall indicate his office, and he shall not without such badge be entitled to demand or receive from any passenger any fare or ticket, or to exercise any of the powers of his office, or to interfere with any passenger or his baggage or property;

8. The baggage, freight, merchandise or lumber cars shall not be placed in rear of the passenger cars, and if any such be so placed, the officer or agent directing or knowingly suffering such arrangement, and the conductor of the train, shall severally be guilty of a misdemeanor, and be punished accordingly;

10. The bell shall be rung, or the whistle sounded, at the distance of at least eighty rods from every place where the railway crosses any highway, and be kept ringing, or be sounded at short intervals, until the engine has crossed such highway, under a penalty of eight dollars for every neglect thereof, to be paid by the company, who shall also be liable for all damages sustained by any person by reason of such neglect, and one-half of such penalty and damages shall be chargeable to and collected by the Company from the engineer having charge of such engine and neglecting to sound the whistle or ring the bell as aforesaid;

11. Any person in charge of a locomotive engine, or acting as the conductor of a car or train of cars, who is intoxicated, shall be guilty of a misdemeanor;

14. No passenger shall be entitled to carry, or require the company to carry upon their railway, aquafortis, oil of vitriol, gunpowder, nitro-glycerine, or any other goods which, in the judgment of the company, may be of a dangerous nature; and if any person sends by the said railway any

such goods without, at the time of so sending the said goods, distinctly marking their nature on the outside of the package containing the same, and otherwise giving notice in writing to the station master or other servant of the company with whom the same are left, he shall forfeit to the company the sum of five hundred dollars for every such offence;

15. The company may refuse to take any package or parcel which they suspect to contain goods of a dangerous nature, or may require the same to be opened to ascertain the fact, and it shall not be lawful for the company to carry any such goods of a dangerous nature except in cars specially designated for that purpose, on each side of each of which shall be plainly painted in large letters the words "dangerous explosives"; and for every default of the observance of this provision the company shall be liable to forfeit and pay the sum of five hundred dollars, to be recovered by any person suing for the same.

GENERAL PROVISIONS.

62. Every railway company shall make such by-laws, rules and regulations, to be observed by the conductors, engine drivers and other officers and servants of the company, and by all other companies and persons using the railway of such company, and such regulations with regard to the construction of the carriages and other vehicles to be used in the trains on the railway of the company, as are requisite for ensuring the perfect carrying into effect of the provisions of this Act, and the orders and regulations of the Railway Committee;

2. The company may from time to time, repeal or alter such by-laws and make others, provided that such by-laws be not repugnant to the provisions of this Act or the Act incorporating the company, or any Act or Acts amending any of them;

3. And such by-laws shall be reduced into writing, and shall have affixed thereto the common seal of the company;

4. Any of the conductors, engine drivers and other officers and servants of the company or other railway companies using any railway, offending against any such by-law shall forfeit for every such offence a sum not exceeding forty dollars,—such forfeiture to be imposed by the company in such by-law as a penalty for every such offence;

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5. If the infraction or non-observance of any such by-law by any of the classes in the next preceding sub-section mentioned be attended with danger or annoyance to the public, or hindrance to the company in the lawful use of the railway, it shall be lawful for the company summarily to interfere, using no violence or unnecessary force to obviate or remove such danger, annoyance or hindrance, and that without prejudice to any penalty incurred by the infraction of any such by-law;

6. No such by-law shall have force or effect unless or until it has been approved by the Governor in Council;

7. The substance of any such by-law when approved as aforesaid, if it affects any officer or servant of the company, may be proved by proving the delivery of a copy to or its receipt by such officer or servant; and if it affects any other railway company using the railway, shall be painted on boards, or printed on paper and pasted on boards, and hung up and affixed, and continued on the front or other conspicuous part of every wharf or station belonging to the company, according to the nature or subject matter of such by-laws respectively, and so as to give public notice thereof to the parties interested therein, or affected thereby; and such boards shall from time to time be renewed as often as the by-laws thereon or any part thereof shall be obliterated or destroyed; and no penalty imposed by any such by-law shall be recoverable unless the same shall have been published, and kept published in manner aforesaid;

8. Such by-laws, when so confirmed, shall be binding upon and be observed by all parties mentioned in the fourth sub-section of this section, and shall be sufficient to justify all persons acting under the same; and for proof of the publication of any such by-laws affecting only any other railway company using the railway, it shall be sufficient to prove that a printed paper or painted board containing a copy of such by-laws, was affixed and continued in manner by this section directed, and in case of its being afterwards displaced or damaged, then that such paper or board was replaced as soon as conveniently might be.

63. Any railway company may by a by-law impose upon any officer, servant or person, who, before the contravention of such by-law, has had notice thereof, and is employed by the company, a forfeiture to the company of not less than thirty days' pay of such officer or servant, for any contra-

vention of such by-law, and may retain any such forfeiture out of the salary or wages of the offender.

PENAL CLAUSES.

93. If any officer or servant of, or person employed by any railway company, wilfully or negligently contravenes any by-law or regulation of the company, lawfully made and in force, or any order or notice of the Railway Committee, or of the inspecting engineer or engineers, of which a copy has been delivered to him, or has been posted up or open to his inspection in some place where his work or his duties, or any of them, are to be performed, then if such contravention causes injury to any property or to any person, or exposes any property or any person to the risk of injury, or renders such risk greater than it would have been without such contravention, although no actual injury occurs, such contravention shall be a misdemeanor, and the person convicted thereof shall, in the discretion of the court before whom the conviction is had, and according as such court considers the offence proved to be more or less grave, or the injury or risk of injury to person or property to be more or less great, be punished by fine or imprisonment, or both, so as no such fine exceeds four hundred dollars, nor any such imprisonment the term of five years; and such imprisonment, if for over two years, shall be in the penitentiary.

94. If such contravention does not cause injury to any property or person, nor expose any person or property to the risk of injury, nor make such risk greater than it would have been without such contravention, then the officer, servant, or other person guilty thereof, shall thereby incur a penalty not exceeding the amount of thirty days' pay, nor less than fifteen days' pay of the offender from the company, in the discretion of the Justice of the Peace before whom the conviction is had; and such penalty shall be recoverable with costs before any one Justice of the Peace having jurisdiction where the offence has been committed, or where the offender is found, on the oath of one credible witness other than the informer.

95. One moiety of such penalty shall belong to Her Majesty for the public uses of Canada, and the other moiety to the informer, unless he be an officer or servant of, or person in the employ of the company, in which case he shall be a

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competent witness, and the whole penalty shall belong to Her Majesty for the uses aforesaid.

96. The company may in all cases under the three next preceding sections pay the amount of the penalty and costs, and recover the same from the offender, or deduct it from his salary or pay.
